

INTRO TO MATERIALS FOR ACADEMIC JOB/POSTDOC APPLICATIONS

Jack Jeffries

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DIFFERENT JOB MATERIALS

- 1 Letters of recommendation
- 2 CV
- 3 Research Statement
- 4 Teaching Statement
- 5 Website
- 6 Others

LETTERS OF RECOMMENDATION

This is probably the most important part of your application!

Things to consider in choosing letter writers:

- They should be able to describe your work and its importance in detail.
- It is good to have some writers who are well-known by other mathematicians / other mathematicians in your research area.¹
- If you are applying in Europe or the States, you want to have a letter writer who can compare you to people in Europe or the States.
- If you are applying in the States, you want to have someone who can comment on your ability to teach in English.

¹But it's useless to have a famous person who can't say anything about you!

LETTERS OF RECOMMENDATION

How to choose letter writers?

Beyond the points mentioned before, you should ask your advisor's advice on whom to have write for you.

People who may write for you are often busy people! If you are asking someone to write for you for the first time, I recommend asking at least *six weeks* before the deadline. Even if you do this, there is no guarantee that they will agree to write for you!

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
 - Where you have worked (math-related jobs: postdocs, teaching assistantship, course assistant, etc.)
- Educational history
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
 - Where you studied (licensatura, masters, Ph.D)
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
 - Mailing address, email, website
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
 - List accepted/submitted papers², licensatura thesis, masters thesis, Ph.D. thesis
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages

²Personal pet peeve: “in preparation” papers are NOT papers 

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
- Grants/Fellowships
 - Where you studied (licensatura, masters, Ph.D)
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
 - Papers refereed, conferences/seminars/math events organized
- Talks/posters
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
 - For students, you can include talks at your institution. Later on, only include talks outside of your institution.
- Conferences attended
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
 - Do not include after you graduate and/or you have enough talks, papers, etc.
- Skills/languages

WHAT GOES IN A CV?

- Professional history
- Educational history
- Contact information
- Papers
- Grants/Fellowships
- Teaching experience
- Service/organization
- Talks/posters
- Conferences attended
- Skills/languages
 - Languages, programming languages, LaTeX if applicable
 - Do not include after you graduate and/or you have enough talks, papers, etc.

RESEARCH STATEMENT

- Target length: 4–5 pages (not including references)
- The first page or so should be accessible to people not familiar with your research area.
- You should emphasize your results (ideally in **Theorem** format).
- You should explain the backstory and context of your results; why are they important?
- Include lots of references.

TEACHING STATEMENT

- Target length: 1–2 pages
- Usually doesn't have references
- Describe your past teaching experience
- Include particular things in class that you did as a teacher that you think were effective
- I don't recommend making strong philosophical claims about teaching that somebody could disagree with.

WEBSITE

You (yes, you, no matter your career stage) should make an academic website.

People might meet you at a conference or workshop and want to learn more about what you are working on; if you have a website, they can do this more easily.

Contact your department's IT support or use an independent web host to help you get started.

If you don't know HTML, you can copy and modify someone's source code to make your own HTML file, in particular, another mathematician's.

WEBSITE

Things to put on your website:

- Basic info: Name, institution, job title, email address
- Research information: Research interests, papers
- Teaching information: Classes taught
- CV
- A recognizable photo (if you are comfortable with having your image online)