**ARTICLES: Applying for Academic Jobs – Components of a Job Application.**

*Revised November 26, 2024.* [jpgomez@ollusa.edu](mailto:jpgomez@ollusa.edu)

TITLE: **The Art of Professional Thank-You Notes.**

Author: Katie Homar

Published: November 25, 2024

Topic: Katie Homar offers tips for composing thoughtful thank-you notes.

LINK: <https://www.insidehighered.com/opinion/career-advice/carpe-careers/2024/11/25/tips-composing-professional-thank-you-notes-opinion?utm_source=Inside+Higher+Ed&utm_campaign=49ced8360f-DNU_2021_COPY_02&utm_medium=email&utm_term=0_1fcbc04421-49ced8360f-197800013&mc_cid=49ced8360f&mc_eid=dbdcee20ba>

TITLE: **Dos and Don’ts of Creating Your CV.**

Author: Jennifer S. Furlong and Stacy M. Hartman

Published: February 6, 2024

Topic: Answers to common questions of early-career academics on this all-important job document.

LINK: <https://www.chronicle.com/article/dos-and-donts-of-creating-your-cv?utm_source=Iterable&utm_medium=email&utm_campaign=campaign_10359642_nl_Academe-Today_date_20240705&sra=true>

TITLE: **Who Reads Your Job Application Materials?**

Author: Robert Pearson

Published: September 25, 2023

Topic: And what do those people care about? Robert Pearson advises on how to prepare such materials with many audiences in mind.

LINK: <https://www.insidehighered.com/opinion/career-advice/carpe-careers/2023/09/25/preparing-job-applications-many-audiences-mind>

TITLE: **DEI Statements (in Job Applications) Stir Debate on College Campuses.**

Author: Michael Powell

Published: September 9, 2023

Topic: Yoel Inbar said that he appears to have been denied a job at UCLA not because he was insensitive to campus diversity but because he expressed qualms about diversity statements.

LINK: <https://www.yahoo.com/news/dei-statements-stir-debate-college-142221500.html?guccounter=1&guce_referrer=YW5kcm9pZC1hcHA6Ly9jb20uZ29vZ2xlLmFuZHJvaWQuZ29vZ2xlcXVpY2tzZWFyY2hib3gv&guce_referrer_sig=AQAAANtdVsLRWhd-aHdZkAMCxqA3RfvC3tjlXjYe6jMgbgWwZTi0YTK0V7xJb5eVJVLSBwogNo0igchtx6sGlrWs2bcYg-OWrtzn6uNfdiYACtogmREPhH3C0HLEGNOd2KmbIxA_66lNt_HSLHCUaqInw4XRg0OQ78EC63G_WMRfeFBq>

TITLE: **Are Diversity Statements Illegal?.**

Author: Adrienne Lu

Published: May 31, 2023

Topic: Experts are divided on whether the use of such statements by public colleges will pass legal muster.

LINK: <https://www.chronicle.com/article/are-diversity-statements-illegal?sra=true&cid=gen_sign_in>

TITLE: **The 4 Essentials In A Strong Application For A Higher Education Job.**

Author: Leah Jackson, HigherEd Military

Published: May 4, 2023

Topic: Casey Kipple shares her process for evaluating candidates and key areas to focus on when crafting your application materials.

LINK: <https://www.militarytimes.com/education-transition/2023/05/04/the-4-essentials-in-a-strong-application-for-a-higher-education-job/>

TITLE: **Academic CV Writing Dos And Don’ts.**

Author: Eleanor Hennige, The University of Edinburgh

Published: 21 Dec 2022

Topic: What key information to include on your academic CV and how to present it, alongside some common mistakes to avoid, by Eleanor Hennige.

LINK: <https://www.timeshighereducation.com/campus/academic-cv-writing-dos-and-donts>

TITLE: **The Skinny on Recommendation Letters**

Author: Michael L. Satlow

Published: January 11, 2022

Topic: The role they play in evaluations for graduate school admissions, fellowships and jobs can be baffling, writes Michael L. Satlow, who says he looks for three key things when he reads them.

LINK: <https://www.insidehighered.com/advice/2022/01/11/what-professor-considers-when-reading-recommendation-letters-opinion?utm_source=Inside+Higher+Ed&utm_campaign=c62ff32a6f-DNU_2021_COPY_02&utm_medium=email&utm_term=0_1fcbc04421-c62ff32a6f-197800013&mc_cid=c62ff32a6f&mc_eid=dbdcee20ba>

TITLE: **How To Apply For A Tenure-Track Faculty Job In Ecology**

Author: Erin Mordecai

Published: October 11, 2021

Topic: This post will focus on how to write a job application.

LINK: <https://www.mordecailab.com/blog/2021/10/11/how-to-apply-for-a-tenure-track-faculty-job-in-ecology>

TITLE: **Crafting Your Career Story [Writing a Resume.]**.

Author: Catherine Maybrey

Published: Sept 17 2021

Topic: No matter the position you are applying for, your resume needs to summarize your work experiences in a clear, well-organized way.

Link: <https://www.universityaffairs.ca/career-advice/career-advice-article/crafting-your-career-story/>

TITLE: **The Rise of the Video Résumé [in Job Applications]**

Author: Joseph Barber

Published: August 2, 2021

Topic: While requests for video job applications are now in the minority, it’s not hard to imagine that a generational shift toward them will increasingly occur, writes Joseph Barber.

LINK: <https://www.insidehighered.com/advice/2021/08/02/tips-creating-video-r%C3%A9sum%C3%A9s-job-applications-opinion?utm_source=Inside+Higher+Ed&utm_campaign=7fe7aa465b-DNU_2021_COPY_02&utm_medium=email&utm_term=0_1fcbc04421-7fe7aa465b-197800013&mc_cid=7fe7aa465b&mc_eid=dbdcee20ba>

TITLE: **Sample Materials for Applying for Faculty Positions**

Author: Staff, Office of Career and Professional Development. University of California at San Francisco

Published: 2021

Topic: These samples have been generously donated by UCSF students, postdocs, and alumni, in order to offer you ideas about how to present your own skills and experiences.

LINK: <https://career.ucsf.edu/phds/academic-careers/academic-samples#Samples>

TITLE: **How to Write a Strong Academic Curriculum Vitae.**

Author: PhDCoffeeTime channel

Published: YouTube July 7, 2020

Topic: This academic CV got me a postdoc position in one week. In this video, I dissect my CV and show you how I wrote each section and the reason why I used certain formatting style (asterisk, highlight, underline). You need an Academic CV before PhD graduation! Advice on BUILDING your CV

LINK: <https://youtu.be/2OWdSo0HxiM>

TITLE: **Teaching Philosophies: Your Teaching Soul in Document Form**

Author: Judy Schulze, EdS

Published: June 12, 2020

Topic: Take a look at three acknowledgements about teaching philosophies that we often overlooked that characterize the enduring importance of these ideologies.

LINK: <https://www.facultyfocus.com/articles/philosophy-of-teaching/teaching-philosophies-your-teaching-soul-in-document-form/>

TITLE: **How to write a clear, compelling CV.**

Author: Jay J. Van Bavel , June Gruber, Leah H. Somerville, Neil A. Lewis, Jr.

Published: Jan. 14, 2020 , 12:55 PM

Topic: CVs provide a far more exhaustive list of a scientist’s academic accomplishments than is typical in a resume, often listing degrees, positions, publications, and presentations; teaching, mentoring, and service activities; and other relevant categories.

LINK: <https://www.sciencemag.org/careers/2020/01/how-write-clear-compelling-cv>

TITLE: **It’s All About the [Position] Ad**

Author: Cassandra O'Sullivan Sachar

Published: February 6, 2019

Topic: Cassandra O’Sullivan Sachar describes why and how you should tailor your CV to get the job.

LINK: <http://www.insidehighered.com/advice/2019/02/06/why-and-how-you-should-tailor-your-cv-fit-job-ad-opinion?utm_source=Inside+Higher+Ed&utm_campaign=43bb62c3bd-WNU_COPY_01&utm_medium=email&utm_term=0_1fcbc04421-43bb62c3bd-197800013&mc_cid=43bb62c3bd&mc_eid=dbdcee20ba>

TITLE: **How to Write a CV for the Academic Job Market**

Author: Victoria Reyes

Published: March 21, 2019

Topic: Victoria Reyes suggests some dos and don'ts for making yours as strong and effective as possible.

LINK: <https://www.insidehighered.com/advice/2019/03/21/dos-and-donts-writing-cv-academic-jobs-opinion?utm_source=Inside+Higher+Ed&utm_campaign=7adcaee6a0-CareersInsider_COPY_01&utm_medium=email&utm_term=0_1fcbc04421-7adcaee6a0-197800013&mc_cid=7adcaee6a0&mc_eid=dbdcee20ba>

TITLE: **Put Time on Your Side [in Job Applications]**

Author: David A. McDonald

Published: November 12, 2018

Topic: A strong job application is not a chronology, writes David A. McDonald.

LINK: <https://www.insidehighered.com/advice/2018/11/12/its-not-always-good-write-your-r%C3%A9sum%C3%A9-and-cover-letter-linear-chronology-opinion>

TITLE: **The Job Market: Picking Apart Your Application**

Author: Manya Whitaker

Published: October 10, 2017

Topic: Allow me to shed some light on how search committees comb through the dozens of pages in each application.

LINK: [http://www.chronicle.com/article/The-Job-Market-PickingApart/241414?cid=at&utm\_source=at&utm\_medium=en&elqTrackId=ed677ea013834a89b6b43cc87d93573b&elq=e503e9f8cd284834a4dae 8ced8c201a8&elqaid=16034&elqat=1&elqCampaignId=6919](http://www.chronicle.com/article/The-Job-Market-PickingApart/241414?cid=at&utm_source=at&utm_medium=en&elqTrackId=ed677ea013834a89b6b43cc87d93573b&elq=e503e9f8cd284834a4dae%208ced8c201a8&elqaid=16034&elqat=1&elqCampaignId=6919)

TITLE: **Creating a Good Cover Letter**

Author: Pallavi Eswara

Published: December 4, 2017

Topic: Cover letters are the bridge from your résumé to the job for which you are applying. They allow you as an applicant to show why you think you are a good candidate for the job and demonstrate your fit for the advertised position.

LINK: <http://www.insidehighered.com/advice/2017/12/04/how-write-good-cover-letter-essay>

TITLE: **Stay Inside the Lines (In the Application Process)**

Author: Natalie Lundsteen

Published: March 14, 2016

Topic: In any Ph.D. job search, if there is an application process, you should read the instructions before you do anything, writes Natalie Lundsteen. You should take your time, be thoughtful and follow directions.

LINK: <http://www.insidehighered.com/advice/2016/03/14/importance-following-directions-when-you-apply-jobs-essay>

TITLE: **Crafting a Successful Cover Letter**

Author: Melissa Dennihy

Published: December 8, 2016

Topic: To stand out, a cover letter must be outstanding: smart, engaging, concrete, detailed and polished to perfection. Melissa Dennihy gives pointers on how to do that.

LINK: <http://www.insidehighered.com/advice/2016/12/08/how-write-successful-cover-letter-essay>

TITLE: **The 3 Letters of Recommendation You Must Have [The Professor Is In]**

Author: Karen Kelsky

Published: May 19, 2014

Topic: Should I still be including a letter of recommendation from my grad-school advisor in applications? I'm three years out of grad school.

LINK: <https://chroniclevitae.com/news/501-the-professor-is-in-the-3-letters-of-recommendation-you-must-have?cid=articlepromo>

TITLE: **Writing a Research Plan.**

Author: Jim Austin

Published: 26 Jul 2002

Topic: Your research plan is a map for your career as a research science professional.

LINK: <https://www.science.org/content/article/writing-research-plan-rev2>

TITLE: **Sample Materials for Faculty Positions.**

Author: University of California at San Francisco

Published: Unknown.

Topic: Welcome to our collection of sample materials for faculty and postdoctoral positions!

LINK: <https://career.ucsf.edu/phds/academic-careers/academic-samples>