

## Advice related to an Academic Job Search

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- Reference Letters - plan ahead
- Have a faculty member watch you teach, who will write a detailed letter.
- Give your letter writers information to help them with the letters. Tell them some possible points to emphasize. Sort the job ads in different groups for the letter writers.
- Make personal contacts if you (or your advisor and collaborators) know someone there.

# Prepare

- Practice for telephone interviews.
- Prepare for your interview. Find out with whom you are meeting.
- Study the department's website and become knowledgeable.
- Ask to be sent degree requirements and curriculum information (if not on website).

- YOUR TALK: Find out about the type of talk and the audience.
- Practice your talk and get input.
- Include: outline, background, motivation, place your results in context.
- Prepare to answer possible questions in the interview. Prepare questions to ask.
- Ask faculty and students to tell you about their interests.

## Teaching and Research Statements

- Teaching Statement - about 2 pages
- Tell how you would organize a typical course.
- Include comments about homework and examples.
- Mention your particular interests, like working with undergraduates.
- Tell about your teaching experiences.
- Look at other teaching statements and get someone to edit your statement.
- Research Statement - about 3 pages
- Consider a different statement for colleges with teaching emphasis.
- Explain recent work and future plans.
- Mention possible interdisciplinary collaborations.