

How to Write a Successful Job Application

by

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The Job Announcement

CMS listing

Chronicle of Higher Education

Flyer or internet announcement

The 'Real' Job Announcement

How to obtain the official announcement

How to setup a matrix

The Telephone Call

What to ask

How to respond

The Letter of Application

The Curriculum Vitae

Audio Recordings

Video Recordings

Letters of Recommendation

Setting Up a File

What the Letter of Application Should Contain

How to Order the Sequence of Paragraphs

How to Determine the Length of the Letter of Application

How to Use of Connectors

How to Spell Check and Proof Your Work

How to Proof Your Grammar/Syntax

How to Use the Matrix!

How to Organize the Curriculum Vitae
What the Curriculum Vitae Should Contain
How the Curriculum Vitae Should Look
What References Should Be Included
How Important the Visual is to the Reader

Cassette Tape - UGH!!!
Organization
Recording Quality
Quantity/Quality of Music to be Included
Preparation and Value of Multiple Recordings

When to Prepare the Video Recording
Where to Place the Camera
How Much Video Should be Sent
How to Shoot a Quality Video
How to Edit the Final Product

Requesting Letters of Recommendation
Knowing What Not to Ask
Speaking to the Same Strengths in Several LR
Timing of the Letter of Recommendation Requests
Following Up on Your Responsibilities and How to Complete Your File Using
Diplomacy

Visiting Career Services - UC, 2nd Floor
Setting Up a Confidential File
Knowing What is in Your File
Deleting Recommendations From Your File

Applying For a Position Only if You Are Qualified
Calling the Head of the Search Committee On Your Behalf
Timing the Phone Call
Giving the Faculty Member Your CV and Official Job Announcement Before
the Call

Finding Faculty Members Who Know the Institution or Other Faculty
Members
Making the Above Make a Difference

Completing the Request in a Timely Fashion
Speaking Only to the Positive
Needing CV and Official Job Announcement
Telling the Reader What You Are Going to Address in Opening Paragraph
Proofing and Spell Checking Your Work