

Cover Letter Tips

1. In your first paragraph clearly state who you are, why you are writing and make a connection to the position to which you are applying.
2. If you are unsure of the salutation, contact the organization for the name and title; if unable to obtain that information, use his/her full name.
3. Provide quantifiable examples of how you have developed skills applicable to the position you are seeking.
4. Your cover letter should not simply restate your résumé; employers have read that. Use this opportunity to give them new information. What else do you want them to know about you?
5. Weave your academics, activities, and employment together to provide a complete picture of what you can bring to the organization.
6. Varied sentence structure and a clean flow of ideas will help you keep the reader's attention.
7. Avoid telling the reader what you don't have - focus on the transferrable skills and experiences you do have.
8. Make sure your energy, enthusiasm and confidence come through in your writing.
9. Use the concluding paragraph to reiterate your interest in the position and focus on the next steps (interview, follow-up conversation). Present follow-up options
10. Use business letter format, block style, with everything beginning at the left margin.
11. Keep it brief and concise.
12. A cover letter is a writing sample. ***Proofread it!***

General Cover Letter Format

I. Addressing

- Address the letter to a specific person whenever possible. Call the company for the correct name and spelling, title, and address, email, or fax number. If no name is available, use a generic title such as Human Resources Manager.
- Write each cover letter specifically for the company and/or position you are seeking.

II. Introductory Paragraph

- State the position for which you are applying and how you found out about it.
- If you were referred by someone indicate by whom, using the name of a contact or mutual acquaintance.
- In a summary sentence state your interest in the position and how you are a unique fit.

III. Middle Paragraph(s)

- Tie your qualifications to what you know about the position or organization. Focus on your skills, education, and experience from your resume. Emphasize your strongest attributes that relate to the position.
- If you have any directly related experience or education, summarize it here so that the reader can be looking for it in your resume.
- Tell them why you are interested in this field or company.

IV. Closing Paragraph

- Restate your interest in the position and demonstrate how your unique qualifications fit.
- Request an interview appointment, or let the reader know you will contact him/her to schedule a mutually convenient appointment. If possible, indicate a specific date or time to arrange a mutually convenient appointment time.
- Thank the reader for his/her time and consideration.

Curriculum Vitae (Singular)

Used primarily when applying for academic and research positions, as well as fellowships and grants.

I. **Formatting**

- Your CV should be pleasing to the eye and easy to read. Search committees read dozens of CVs so you want to make their experience of reading your CV as pleasant as possible.
- Use 11 or 12 point font.
- Set your margins to approximately one inch.
- Make good use of white space so your achievements don't run together.
- Don't be afraid to bold, underline, or capitalize important information. Be consistent with how you use these formatting strategies throughout your CV.
- Put your name in bold letters one or two font sizes bigger than the rest of the CV.
- Include a header with your name and page number on each page in case the pages get separated.
- Do not use abbreviations and acronyms that may not be understood by individuals outside your university or discipline – spell out the words.
- People read left to right so place the most important information (title, organization) on the left and less important information (date, city) on the right.
- Do not write big blocks of wordy text.
- Do not print your CV on both sides of the paper (when your CV is copied for search committee members, the backsides might be overlooked).
- Print your CV on plain, white, heavyweight paper using a laser printer.

II. **Header & Footer**

- Include your name, address, phone number, and email address. Include both current and permanent addresses if you plan to move.
- Number each page and include your name at top or bottom

III. **Education**

- Include your PhD, institution, date expected, major or area of specialization, outside fields
- MA or MS, institution, date of degree, major and minor
- BA or BS, institution, date of degree, major and minor

IV. **Dissertation**

- State the title and dissertation director
- Include a four- or five-sentence abstract or summary addressing both the content and methodology.

V. **Honors and awards**

- Special distinctions associated with passing the MA and PhD exams
- Fellowships, scholarship, grants-in-aid, etc.
- Honorary awards received including those received at the bachelor's level (avoid irrelevant non-academic awards)

VI. **Teaching experience**

- Position and institution
- Descriptive titles of courses taught; include URLs to conference presentations available online
- Extent of experience (number of sections and quarters, semesters or years)
- Teaching interests

VII. **Research experience**

- Position, location, dates
- Brief description of work conducted as it relates to the desired position
- Research interests

VIII. **Other work experience**

- Include research, consultation, and other experiences relevant to the type of position

IX. **Publications**

- List all publications you are willing to show to a search committee; include URLs to papers accessible online
- Include work in progress or submitted but not yet accepted

X. **Other possible headings**

- Conference papers/research reports
- Academic service (committee work)

- Professional memberships (attendance at conferences/meetings can be noted)
- Language skills - describe skill level ("reading knowledge," or "fluent speaking ability")
- Miscellaneous categories when relevant to teaching/research

CV Organization

ORGANIZATION

- The most relevant and compelling information is at the beginning with less pertinent information at the end.
- Should be largely based on the job description.
 - Ex: If the school to which you are applying emphasizes teaching over research, then list teaching before research experience, while the reverse is true for research institutions.
- Split long lists into subcategories.
 - Divide your list of conference presentations into subcategories by location, topic, professional affiliation, etc.
- Organize the entries within each section in reverse chronological order.

Online Resources

ADDITIONAL CV RESOURCES:

UCSD Job Search Handbook:

<http://career.ucsd.edu/files/JobSearchHandbook.pdf>

UCSD Career Services Center:

<http://career.ucsd.edu/undergraduates/prepar-resume-covlet/index.html>

University of Illinois at Urbana-Champaign Cover Letters:

http://cet.usc.edu/resources/academic_resources/docs/AcCoverLetters.pdf

University of California at Berkeley:

<https://career.berkeley.edu/PhDs/PhDAcademic.stm>

University of Chicago:

<https://career.berkeley.edu/PhDs/PhDAcademic.stm>

University of Pennsylvania:

<http://www.vpul.upenn.edu/careerservices/gradstud/resources/>

Curriculum vitae Writing Tips and Templates

www.businessballs.com/curriculum.htm

CAREER PLANNING RESOURCES:

UC San Diego Research Intelligence portal, a new resource for the campus community to **develop and search faculty profiles, identify new federal funding opportunities,** and **form research teams:**

<http://ric.ucsd.edu>

[The Chronicle of Higher Education](#) - The Chronicle features articles on teaching, research, administration, and student life. The online version includes an extensive job bank.

[Council of Graduate Schools](#) - A national organization dedicated to promoting graduate education and research. Their website features many interesting students of graduate education on a national level.

[Harvard University's Office of Career Services](#) resource pages for the academic job search provide some additional information on how to think strategically about applying for academic jobs.

[The Higher Education Recruitment Consortium](#) - Advancing the efforts of their member institutions to recruit and retain outstanding and diverse faculty and staff and to assist dual career couples.

[Index of American Universities](#) - A comprehensive list of university homepages.

[National Coalition of Independent Scholars](#) - The National Coalition of Independent Scholars (NCIS) was formed to facilitate the work of independent scholars. They have a wonderful list of resources for anyone interested in continuing a research program without institutional affiliation.

[National Postdoc Association](#) - A resource for graduate students thinking about and looking for postdoc opportunities, and for current postdocs seeking information on professional development, dealing with conflict, benefits, additional postdoc opportunities, visa issues, and more.

[Scholarly Societies Project](#) - A comprehensive listing of international scholarly societies.

[Conference Alert](#) - Listings of academic conferences around the globe (many, but not all disciplines are represented)