

# How to Apply

# Before you start (2nd most important)

- Establish connections at other institutions
  - Go to meetings; meet people there
- Figure out who will write your letters (at least 3, more -- better, to a point)
  - Try to have 2-3 letters from advisors/collaborators, one “external” letter. At least one of them from a very well-known person
- Come up with a list of “interesting” schools
  - Don’t consider somewhere just because they have a search, you should actually want to go to there
  - Do consider some schools that are below your goal “standard”, but where you could see yourself

# As you are starting (3rd most important)

- Periodically visit websites of your “interesting” schools, to see which ones have positions
  - There are also portals like ACM, Science jobs, etc.
- Organize -- keep a spreadsheet of schools, links to application instructions, deadlines, etc.
- Make a good website
- Start writing with your CV
  - Look through many examples
  - Make it look nice
  - Important things go first (research area, education, awards, selected papers)

# The Statements (least important)

- Teaching statement
  - Shouldn't say teaching is not important
  - Should be brief, and relatively vague, unless you have something really interesting to say -- it is easier to screw up here than help yourself
- Research statement
  - Should summarize your key contributions
  - Should show that you have some ideas what to do next (list several ideas, no need to be too specific)
  - Should not be too long

# Sending the package

- Send applications to all interesting schools with jobs, even if they are not looking in your area
- Follow instructions!!! (indicate which search, specify your area clearly in the cover letter, if they ask for supporting papers include them, if they ask for the application on paper, buy a stamp)
- Proofread everything ***carefully***
- Make follow-up calls to make sure they received your package (and letters!!!)

# Scheduling the interviews

- Don't refuse interviews (until you have offers)
- Schedule slack time between interviews (useful for adding interviews as they come, though 4 interviews in a row is exhausting)
- Schedule nearby schools on same trip
- Don't save the schools money by flying cheaper, less convenient routes.
- Join a frequent flyer program, and don't be shy about flying on your favorite airline

# Preparing the talk (Most important)

- Put together your job talk
- Practice your talk with a mirror
- Practice your talk with your friends
- Practice your talk with your advisor
- Practice your talk with your enemies
- Buy comfortable shoes & clothes
- Modify your job talk after interviews