

General Tips

1. Some faculty consider completing an application a daunting task. Take heart. The process is thorough, but reasonable. Essentially, an application answers these questions:

Who is the candidate? What is he/she doing? What is his/her value to the department, college, university, profession?

Think of your application as an opportunity to detail all of your professional/academic accomplishments.
2. When presenting lists, do so in chronological order – oldest first, newest last
3. When appropriate, consider presenting data in table format. Graduate/Undergraduate advising and supervision lend themselves well to this form of presentation.
4. Use subheadings, white space and bullet points to help organize information. Categorize where appropriate. Consider dividing Scientific Presentations into subcategories of Local, Regional, National, International, and perhaps Invited. Consider dividing Service into: Patient care, Department, College, University, Profession, Public Service
5. Present all of your information in a way that is easy to skim so reviewers can readily find whatever info they seek.
6. Establish consistent formatting rules and follow them.
7. Check for spelling and punctuation errors. “Typographical terrors” make a candidate look careless. Be meticulous.
8. When writing your essays or candidate statements (on teaching, research, service, and an optional – but recommended – one on interdisciplinary research), use clear simple language. Remember: most reviewers will not be familiar with your field, its publications and practices. Your information must still be meaningful and impressive to them. It might be helpful to imagine that you are explaining your current and planned teaching/research/service goals to a sibling or a neighbor, instead of a review committee. This approach can help ensure that in addition to explaining what you do, you also convey why your work matters, why you care, what excites you about your future work... all in terms that someone outside of your field can understand and appreciate.
9. Use your natural “voice” in your essays. Assuming you feel passionate about your work, let that show in your words and tone. This is your chance to convey your drive, commitment, and personality.
10. Work in any form – teaching, research, service, consulting, volunteer – that you have done but did not list on your application (or your CV!) is equivalent to work you didn’t do. List everything. Succinctly.
11. Do not pad. It reflects badly on a candidate.