

The General Postgraduate Program 2016 & TRANSMED

C 1-4.1 Successful Academic and Postdoctoral Applications for the International Academy (2 TRANSMED CP)

Dr. Carrie B. Dohe, English Training and Consulting

Course description

This seminar shows participants how to best convey the content and value of their research and teaching in a host of formats particular to the academic job application process. These include the dissertation abstract, the CV/resume and cover letter, grant and postdoc applications, teaching and research statements, interviews, job talks and teaching demonstrations. Our practice will focus on the CV/resume, cover letter and interview; however, participants will also draft a faculty profile of themselves; a five-year plan for publications, teaching, and research; and a plan for creating a competitive record. The myriad exercises are designed to challenge participants to move beyond their heretofore identities as graduate students and to present themselves as faculty members and independent scholars.

Target audience, number of participants

Doctoral candidates from life sciences of JGU Mainz in the last year of their doctorate; language level: B2/C1
Maximum number of participants: 12

Date, time, and venue

December 1st and 2nd, 9 a.m. - 5 p.m. respectively; venue: library in the Department of Dermatology, building 401, ground floor, University Medical Center

Learning results

After successful participation in this course, participants will have

- thoroughly studied how to tailor own cover letter and CV/resume for academic and postdoc positions
- drafted a five-year plan and faculty profile of themselves;
- prepared for job interviews by formulating answers to typical interview questions and practicing in front of a “search committee”;
- practiced the STAR method for answering behavioral-based questions;
- discussed (and, as time permits, drafted) other application materials that are often required, including research and teaching statements;
- gained information about where to find job announcements;
- learned networking techniques at conferences that can greatly increase their chances of landing a job.

Preparation

Participants should submit a CV, cover letter, and job announcement to Dr. Petra Schwarz (petra.schwarz@uni-mainz.de) **two weeks** before the start of the seminar and then bring these materials to class.

Coordination & Contact:

Dr. Petra Schwarz * Mainz Research School of Translational Biomedicine (TRANSMED) * University Medical Center
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