

PREPARING TO WRITE APPLICATIONS

1. Build your résumé so that you can “show, not tell”

- Variety of teaching experience
- Teaching in a computer lab as well as a traditional classroom
- Teaching or other internship(s)
- Other relevant experience – tutoring, editing, journal editing, other writing
- Appropriate coursework (for teaching positions: the summer and fall workshops; teaching CAW course; Composition Theory)
- Professional presentations
 - Presenting a paper at conferences (MCTE, MMLA) or do readings
 - Publishing articles or creative pieces

2. Research your institution and the market

- Look at catalogs for graduate schools (check their emphasis).
- Talk to people who know about the institution and its view of its mission.
- Find out where job notices are likely to appear and check them regularly.

3. Prepare your application materials carefully

- Prepare a well-constructed, well-formatted résumé in advance of high application season.
- For application letters, analyze the ads and catalogs.
 - Address ads explicitly.
 - For job applications, highlight your experience in light of their needs; demonstrate that you have experience and enjoy teaching composition.
 - For graduate schools, indicate that you have research/career plans, a proven record of success, and will finish (everyone has a great love of literature).
- Have others read and respond to your application materials.
- Application materials should be absolutely correct, printed clearly on good paper. Appearance definitely counts.

4. Help other write you good letters of recommendation.

- Choose people who really know your work; ask them if they would feel comfortable recommending you. The idea is to get people who know your strengths (each one knowing a different strength) and can speak to them specifically.
- Provide your recommenders with the info they need to write a good letter:
 - A copy of the ad or your sense of the school
 - Full address
 - A copy of your résumé
 - Some sense of what you’d like them to speak to in particular
 - The deadline (and enough time for them to meet it, especially for the first letter they write for you)

5. Meet stated deadlines.

6. Follow- up on your applications by calling or e-mailing after a reasonable time has elapsed.