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.