

**So you are on the job market. . .
. . . here's what you should know.**

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I'll go over the basics of the following topics.

- Your application package:
 - CV
 - Research statement
 - Cover letter
 - Letters of recommendation
- Where/how to apply.
- Your website.
- Your job interview.
- "I'm not on the market this year but will be next year."

I have in mind someone who is applying for a postdoc or tenure-track job at a research university or a teaching college with a strong research component.

CV:

- List all your degrees and include the granting institutions and dates. Also list your PhD advisor, and perhaps your thesis title.
- List *all* papers — including undergraduate papers, papers in different fields, etc.
- List preprints. (And post your preprints in the arXiv.)
- List work in progress (but don't get carried away).
- List all talks (even local seminar talks)
- Conference/workshop participation: depends on your seniority and the nature of the workshop (e.g., include BIRS, AIM, Oberwolfach type workshops).
- About teaching: include courses you taught. You can include advising (even informal). Include any involvement in course development or teaching innovation.
- Proof read carefully. Spell check.

Research Statement:

- The audience for your research statement is
 - Your letter writers
 - Hiring committee members
- Should probably be around 5 pages or less. The first page should be a summary for a general math audience.
- Should convey your past results *and* future plans.
- Be precise but not too technical.
- Proof read carefully. Spell check.
- Read through some examples of your peer's research statements (especially those who have been successful on the market). You can find many examples on people's websites.

Cover letter:

The AMS has a cover sheet that you can use which is excellent. It conveys all the information that a cover letter should.

Letter Writers:

- 3-4 letter writers for research, usually 1 for teaching.
- Who?
 - PhD advisor, postdoc advisor
 - Preferably include somebody outside of UBC
 - Big names, big schools, good connections
 - They should know (of) you and your work.
 - Before asking someone, you might ask your advisor for advice.
- When? **Now!** Or very soon.
- How? By email is okay. Remember that you are asking a senior person to do something which may take a significant amount of time. Once someone has agreed to write you a letter, email them your CV and Research Statement. If there are deadlines, give your writers plenty of time and send them polite reminders as the deadline approaches.

Where and how to apply

- Most job listings in the US and Canada are now on mathjobs.org; your application materials are all uploaded to one place. For each place you apply, you can specify “faculty with related research interests”. Doing this is a good way to make sure that your application gets looked at by someone in your field.
- Jobs not listed on mathjobs are usually still listed on departmental websites. Do some web surfing on math department webpages.
- The January AMS meeting has a job fair “The Employment Register”. This is used by many schools, especially the smaller ones. Strongly consider attending the meeting!
- Apply widely. Now is not the best time to let personal preferences limit the net you cast. If you are not sure whether or not a job listing is appropriate for you, go ahead and apply.
- Jobs services and information at [AMS job services](#), [Advice for new PhDs](#).

Your website:

- Make a website.
- Make it professional: choose an appropriate photo and limit your site (mostly) to professional items.
- Post your CV and your research statement.
- Put links to your papers and preprints. Make it easy for someone interested in your work to download your papers.
- Examples: [Ed Richmond](#). [Daniel Erman](#). Observe how each of their webpages functions in many ways like an online version of their application packet. They also have mathematical nuggets which don't show up in the formal application packet.

Interview Process:

- Your colloquium talk:
 - Make it understandable! First 25 minutes should be understood by the grad students in the audience, next 15 minutes should be understood by the faculty members, last 10 minutes understood by the experts.
 - Convey your results and how they fit into the bigger picture.
 - Don't be modest or self-deprecating (this is a job interview), but also don't be overly boastful.
- Meeting with faculty members and going to dinner: Be your yourself (charming and friendly), but keep it professional. Good default conversational gambit: ask a mathematician about their own work.

If you are not on the market this year, but will be in the upcoming year(s):

- Go to conferences and workshops. Give talks as often as possible.
- Get to know senior colleagues in your field. Tell them about your work.
- Do good mathematics, and write it up!