

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

Dr. Carrie B. Dohe, English Training and Consulting

Course description

This workshop 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, including the dissertation abstract, the CV/resume and cover letter, grant and postdoctoral applications, teaching and research statements, interviews, and job talks. Our practice will focus on the CV/resume, cover letter and interview.

Target Audience, Number of Participants

Doctoral Candidates of JGU Mainz in the last year of their doctorate; language level: C1

Maximum Number of Participants: 12

Date, time, and venue

Thursday, February 20th and Friday, February 21st, 2025, 9 a.m. - 5 p.m. respectively; venue: Online, BigBlueButton

Topics

Participants will...

- Study and revise CVs/resumes and cover letters for academic positions (postdocs and professorships);
- discuss other kinds of application materials (research statements, writing samples, etc.);
- learn about different kinds of interviews and interview questions;
- prepare answers to interview questions following examples of best practices.

Learning Results

After successful participation in the workshop, participants will have learned how to

- write a dissertation abstract, develop a five-year plan and build a CV over time,
- cultivate mentors and advisors,
- network at conferences,
- evaluate postdoctoral offers for the best fit,
- analyze CVs and cover letters to understand best practices and deal with cultural particularities,
- write a clear and concise research statement,
- prepare for interviews, in-person and online,
- craft thank-you letters.

Preparation

Participants are invited to search for a job announcement of interest to them, draft a cover letter and CV for this job announcement, and bring these materials to the workshop.

Application Details

To apply please use the **course registration form** of the GPP.

In order to be able to apply for the courses doctoral candidates need to be **registered** with the GPP.

Coordination & Contact:

Anna Roch * Center for Quality Assurance and Development (ZQ) * Johannes Gutenberg University Mainz

Isaac-Fulda-Allee 2b-c * 55124 Mainz * Email: apk@zq.uni-mainz.de * Tel.: +49 6131 39-20405 *