

Application Material

3. Application Material

The following table shows which material you need to include if you apply for an academic or non-academic job respectively.

Academic Jobs	Non-Academic Jobs
CV	Résumé
Academic Cover Letter	Non-Academic Cover Letter
Letters of Recommendation*	Letters of Recommendation*
Writing Sample	
Dissertation Chapter	
Teaching Portfolio	
Transcripts	

* The Office of Academic Affairs and Scholarships administers a Dossier Service, which keeps on file letters of recommendations for Ph.D. students. This file is especially useful in applying for teaching positions and other professional employment. Establishing a dossier file ensures the confidentiality of the letters of recommendation and the prompt distribution of credentials. The service also makes it easy to send reference letters to multiple institutions and potential employers. Only Graduate Faculty doctoral students are eligible to use the Dossier Service.