



# CV and Cover Letter Writing for Academic & Research Audiences

November 30, 2007

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Graduate and Postdoctoral

Professional Development Programs

Office of the V.P. for Research & Graduate Studies

<http://artsandsciences.virginia.edu/gradschoolcareer>

# The Job Search: Your Application Materials

Role:

To secure an interview

It is *crucial* to *customize* your materials  
for each application!

# Research Employers

- To identify what has *meaning* and *value*?
  - history
  - mission
  - culture
  - priorities/issues
  - current news
  - services/products
  - competitors and other players on the field

# Research Employers

- Research:
  - website
  - colleagues
  - publications
  - grant agencies
  - industry info, professional associations

# PACKAGING YOURSELF



- The package = packaging & its contents
  - The packaging = your materials
    - CV
    - Cover letter
    - Statements of research interests/plan, teaching philosophy, writing sample, etc.
    - References
  - Contents = you (interview)

# THE IMPORTANCE OF PACKAGING

- Recognize the **power of good marketing**.
- Consider your audience!
- **Customize** documents to the specific job.
- Use action verbs/figures when possible.
- **Directly match** your strengths with the institution's needs in your cover letter!

# What is a CV?

- Curriculum vitae (“the course of one’s life”)
- Comprehensive list of academic qualifications and experiences
- Usually several pages in length (roughly 3-6 for postdocs)
- The order in which you choose to present info reflects your focus.
- Styles and norms vary from field to field. Always have faculty in your discipline review your CV.

# How does a resume differ from a CV?

- Shorter in length (usually 1 page)
- Abridged – only includes info specific to target
- Generally speaking, focuses more on practical skills (what you can DO more than what you KNOW)
- Often includes an objective statement or summary of qualifications



# CV Uses other than Job Search

- Awards, fellowships
- References
- Publishing
- Grant applications
- Public speaking
- Consulting
- Leadership
- Merit/tenure review

# General Tips

- Experiment with style, organization.
- Think about your **identity** as a job candidate.
- Presentation is key!
- Be concise.
- Proofread, proofread, PROOFREAD – there is NO excuse for typographical error.

# Formatting

- Use 11- or 12-point font size with 1" - to 1.5"-inch margins.
- Choose an attractive font. (Default is Times New Roman.)
- Enlarge/bold name on first page.
- Include name & page number in header/footer on each page after the first.
- **Dates to the right** as opposed to first in entries (left).
- Use **reverse chronological order** within sections.
- Avoid underlining.
- Use caps/bolding/italics selectively; consistent formatting.
- Delete hyperlinks on hard copies.

# Affects of Style

## Héctor G. Arce, Ph D

Department of Astrophysics  
American Museum of Natural History  
Central Park West at 79<sup>th</sup> Street  
New York, NY 10024

Phone: (212) 313-7911  
Fax: (212) 769-5007  
E-mail: h-arce@amnh.org  
<http://research.amnh.org/~h-arce>

### Education

Harvard University	Ph.D.	Astronomy	2001
Thesis: <i>The Impact of Giant Stellar Outflows on Molecular Clouds</i>			
Advisor: Alyssa A. Goodman			
Harvard University	M.S.	Astronomy	1998
Cornell University	B.A.	Physics	1995

### Fellowships, Honors and Awards

NSF Astronomy and Astrophysics Postdoctoral Fellowship	2004 – present
Harvard University GSAS Merit Fellowship	1998
Harvard University Graduate Prize Fellowship	1995 – 1999
NSF Minority Graduate Fellowship	1995 – 1998
NSF Incentive for Excellence in Scholarship Prize	1994

### Research Experience

NSF Astronomy and Astrophysics Postdoctoral Fellow <i>American Museum of Natural History, Department of Astrophysics</i>	2004 – present
• Studied the impact of young stellar outflows on their surroundings at different size and density scales, using centimeter, millimeter, submillimeter, infrared, and optical data, as well as models.	
Postdoctoral Researcher <i>California Institute of Technology, Astronomy Department (OFRD group)</i>	2001 – 2004
• Conducted multi-molecular line study of the environment around young stars, using the Owens Valley Radio Observatory millimeter array.	
Graduate Research Fellow <i>Harvard University, Astronomy Department</i>	1995 – 2001
• Investigated the kinematics, morphology and energetics of molecular outflows and their impact on molecular clouds, using different millimeter single-dish telescopes.	
• Determined the polarizing power of the ISM and dust distribution in the Taurus molecular cloud, using optical telescopes to measure polarization, spectra and photometry of stars.	
Undergraduate Research Assistant <i>Cornell University, Astronomy Department</i>	1992 – 1995
• Examined the distribution of neutral hydrogen in cluster galaxies, using Arecibo observatory data.	

## Robert Iafe

## Curriculum Vitae

Los Angeles, CA 90025  
Work: (310) 825-1008  
Cell: (310) 699-2329  
[rgiafe@chem.ucla.edu](mailto:rgiafe@chem.ucla.edu)

### Education

PhD, Organic Chemistry, University of California, Los Angeles, expected 2008  
BS, Chemistry, Loyola Marymount University, Los Angeles, 2004

### Graduate Study at UCLA

2004-Present, Specialization: Organic Chemistry

### Publications

*Org. Lett.* **2006**, 8(16), 3469.

### Honors

Regents Stipend, University of California, Los Angeles, 2004  
Bachelors of Science degree with Honors, 2004  
Award for Academic Studies in Chemistry over Four Years, 2004  
American Chemical Society Undergraduate Analytical Chemistry Award, 2003  
American Chemical Society Undergraduate Organic Chemistry Award, 2002

### Work Experience

Lab Teaching Assistant: Organic Chemistry Lab, University of California, Los Angeles, 2004-2006

Taught and supervised lab sections in undergraduate organic chemistry lab.

Lab Teaching Assistant: Organic Chemistry Discussion, University of California, Los Angeles, 2005

Held discussion sections for classes of 26 students three times a week for undergraduate organic chemistry III.

# Style & Content

- Avoid CV and cover letter templates.
- Make your documents *your own*.
- There is no exhaustive list of categories.
  - Use guides but don't bind yourself to terms.
- Be honest; don't exaggerate.
- Put yourself in the shoes of your readers.
- Use the **employer's language!**
- Avoid personal pronouns (I, we) and articles (the, a).
- Use action verbs, measurable results. Quantify!
- Use parallel grammar and minimal punctuation.

# Organization and Clarity

- Use section headings to guide your audience in assessing your qualifications.
- Sub-headings in lengthy sections further facilitate this process.
- There is no exhaustive list of section headings; rely on your judgment and faculty guidance.
- Be careful not to pluralize section headings that cover only one entry.
- Even though content determines length, aim for a tightly constructed, succinct, and efficient presentation.

Be Strategic!

Structure info & provide detail  
per employer's interests.

# Tip

- Where would you like to get a job (both ideally and realistically)? Think of a few examples.
- Go to the websites of those institutions (labs, research centers), search for your field/department, and view the electronic versions of assistant professor or researcher CVs (RECENT hires) there.
- Use their categories and organization as *guides*.



# Common CV Sections/Headings

- The document heading “Curriculum Vitae” is commonly used but optional.
- Do **NOT** include an **objective statement** on an academic CV. The objective is implied.
- **Identification**: name – prominently set apart at the top (“including PhD” is optional) – address, complete telephone numbers and email addresses, link to webpage if professional (no SSN).
- Some include both personal and departmental addresses, or departmental address only, to emphasize “pedigree.”

# Special Notes on Identification

- \*Citizenship/ date and place of birth: customarily included in some fields (mostly for funding considerations), inappropriate in others – follow the norm in your field.
- Don't list marital status or other similar personal information.
- \*Cautionary note on personal photo: what does this text convey?

## ■ Education

- List degrees, institutions, graduation years.
- Do not list non-degree related coursework unless relevant to your career.

## ■ Dissertation/Dissertation Abstract

- Follow the norm in your field.
- List your dissertation title and adviser's & committee members' names in the "Education" section, in the "Research" section, or in a separate longer "Dissertation Abstract" section. If no abstract is required, you may include a brief description after the title — 2-3 sentences.

# Postdoctoral Work

- Include either in **Education** or **Research** section
- Most commonly listed in **Research** for scientists

## ■ Honors, Awards, Fellowships, Grants

- List distinctions, bestowing institutions, years.
- Include undergraduate distinctions ONLY if exceptional or relevant to your field.
- Explain distinctions if necessary.
- If few in number, list in “Education” section.
- Separate section for big grant-funded projects.

## ■ Research Experience

- Most often used in the natural and social sciences.
- Describe projects, techniques, affiliated labs or professors.

## ■ Research Interests

## ■ Publications, Creative Work

- Include field-appropriate bibliographic citations of articles, books, book reviews, etc. You may include web links. If this section is long, break it into sub-categories.

## ■ Works Submitted/Works in Progress

- Follow the norm in your field.
- Include as a separate section or sub-section in the “Publications” section.

## ■ Patents (or other field specific accomplishments)

## ■ Presentations/Meeting Abstracts

- List professional papers/talks/posters you have given with names, dates, locations of conferences or meetings. If numerous, you may list only “invited” or “selected” presentations.
- You may list significant presentations at U.Va. symposia or workshops.

## ■ Other Professional Experience

- Use only if you have RELEVANT professional experience outside academe.

## ■ Teaching Experience

- List all full-time, part-time, & adjunct teaching.
- (Include mentoring students, especially if this section is lacking.)
- Include your title, dates, name of the course (not the mnemonic).
- Briefly describe your responsibilities (e.g. grading, lecturing, instruction, course design) and the size of the course.
- *Note: Take advantage of the U.Va. Teaching Resource Center: [www.trc.virginia.edu](http://www.trc.virginia.edu)*

## ■ Teaching Interests/Competencies

- Especially effective for junior scholars with little or no experience teaching all areas of their expertise.
- List general as well as specialized categories.



## ■ Languages

- List and indicate proficiency.

## ■ Special Skills

- List mastery of special skills and techniques (e.g. computer applications).

## ■ Professional Training/Certification

- May include courses on pedagogy, professional seminars, or IT training.

## ■ Professional

### Affiliations/Memberships/Service

- List organizations and level of service if applicable.

## ■ Academic/Community Service

- List departmental/university service (e.g. committee work) as well as community outreach.
- Make special note of *leadership* roles.
- If extensive, may be broken into separate sections.

## ■ References

- List names, titles, and complete phone numbers and mail/email addresses.
- Include at least three in order of importance to your reader/s.

# Good CV Examples to Critique

First, a newly hired  
assistant professor of Chemistry  
at Columbia (Berkeley PhD)...

Department Chemistry  
Columbia University  
3000 Broadway, MC 3126  
New York, NY 10027  
(212) 854-2203  
[rlg2118@columbia.edu](mailto:rlg2118@columbia.edu)

## EDUCATION

Ph.D., Biophysical Chemistry, University of California, Berkeley, Berkeley, CA, 2000  
Thesis: *Structure and Thermodynamics of a Metal Ion Binding Site in an RNA Pseudoknot*  
Advisor: Professor Ignacio Tinoco, Jr.

B.S., Chemistry, *Cum Laude*, Florida International University, Miami, FL, 1995

## ACADEMIC AND RESEARCH EXPERIENCE

Assistant Professor, Department of Chemistry, Columbia University, 2006-Present

Postdoctoral Fellow, Stanford University School of Medicine, 2000-2006  
Mentor: Professor Joseph D. Puglisi

Graduate Student Researcher, University of California, 1995-2000  
Advisor: Professor Ignacio Tinoco, Jr.

## TEACHING EXPERIENCE

Assistant Professor, 2006-Present

- Graduate Biophysical Chemistry

Graduate Student Instructor, 1995-2000

- Undergraduate Organic Chemistry II (Discussion Section)
- Undergraduate Biophysical Chemistry II (Discussion Section)
- Undergraduate Honors General Chemistry I (Laboratory and Discussion Section)

## AWARDS AND HONORS

American Cancer Society Postdoctoral Fellowship, 2001-2005

UC Berkeley Outstanding Graduate Student Instructor Award, 1999

NIH Research Grant Supplement for Underrepresented Minorities, 1995-Present

Graduate Opportunity Program Fellow, 1995-1997

Florida International University Chemistry Department Outstanding Senior Award, 1995

ACS-Student Affiliate Outstanding Senior Award, 1995

Minority Biomedical Research Society Grant, 1994-95

National Dean's List, 1990-1995

**SOURCE OF INDEPENDENT FUNDING**

Burroughs Wellcome Fund, Career Award in the Biomedical Sciences 2004

**PROFESSIONAL SOCIETIES**

American Chemical Society

Biophysical Society

American Association for the Advancement of Science

American Cancer Society

**PUBLICATIONS**

**Gonzalez, R.L., Jr.**, Chu, S. and Puglisi, J.D. (2006). Direct observation of allostery during aminoacyl-tRNA delivery to the ribosome. (Submitted)

Dorywalska, M., Blanchard, S.C., **Gonzalez, R.L., Jr**, Chu, S. and Puglisi, J.D. (2004). Site-specific labeling of 16S rRNA for single-molecule spectroscopy. *Nucleic Acids Res.* **31**, 182-189.

Blanchard, S.C., **Gonzalez, R.L., Jr**, Kim, H.D., Chu, S. and Puglisi, J.D. (2004). tRNA selection and kinetic proofreading in translation. *Nat. Struct. Mol. Biol.* **11**, 1008-1014.

Blanchard, S.C.\*, Kim, H.D.\*, **Gonzalez, R.L., Jr\***, Puglisi, J.D. and Chu, S. (2004). tRNA dynamics on the ribosome during translation. *Proc. Natl. Acad. Sci. USA* **101**, 12893-12898.

\*Equal Authorship

Lynch, S.R., **Gonzalez, R.L., Jr** and Puglisi, J.D. (2003). Comparison of X-Ray Crystal Structure of the 30S Subunit-Antibiotic Complex with NMR Structure of Decoding Site Oligonucleotide Paromomycin Complex. *Structure*, **11**, 43-53

**Gonzalez, R.L., Jr** and Tinoco, I. Jr (2000). NMR spectroscopic techniques for the identification and characterization of metal ion binding sites in RNA. *Methods Enzymol.*, **338**, 421-443

Yuen, H-W., Tinoco, I. Jr and **Gonzalez, R.L., Jr** (2000). The effect of magnesium (II) ion and cobalt (III) hexammine ion on an RNA pseudoknot. *Berkeley Scientific*, **4**, 139-143

**Gonzalez, R.L., Jr** and Tinoco, I. Jr (1999). Solution structure and thermodynamics of a divalent metal ion binding site in an RNA pseudoknot. *J. Mol. Biol.*, **289**, 1267-1282

**U.S. PATENTS PENDING**

**Gonzalez, R.L., Jr**, Blanchard, S.C. and Puglisi, J.D. (Filed 27 January 2003). Surface Based Translation System

**Gonzalez, R.L., Jr**, Blanchard, S.C. and Puglisi, J.D. (Filed 27 January 2003). Translational Profiling

**ORAL PRESENTATIONS AND INVITED LECTURES**

**Gonzalez, R.L., Jr** (17 February 2006). The structural dynamics of protein synthesis. (Oral Presentation) Biophysics Seminar Series: Department of Biochemistry and Molecular Biophysics, College of Physicians and Surgeons of Columbia University. New York, NY.

**Gonzalez, R.L., Jr** (17 July 2003). tRNA dynamics during translation. (Oral Presentation) Structure, Dynamics and Function of Biological Macromolecules and Assemblies—NATO ASI. Erice, Sicily, Italy.

**Gonzalez, R.L., Jr** (6 March 2003). The structural dynamics of translation. (Oral Presentation) Bay Area RNA Club. University of San Francisco, CA.

**Gonzalez, R.L., Jr** (11 December 2002). The structural dynamics of translation. (Oral Presentation) Molecular Biophysics Seminar Series. Stanford University School of Medicine, CA.

**Gonzalez, R.L., Jr** (22 November 2002). Is the ribosome an allosteric enzyme? (Oral Presentation) Structural Biology Departmental Retreat. Stanford University School of Medicine, CA.

**Gonzalez, R.L., Jr**, (14 June 2001). Single particle analysis of protein synthesis. (Oral Presentation) Protein structure, Dynamics, Genomics and Function—NATO ASI. Erice, Sicily, Italy.

**Gonzalez, R.L., Jr** (5 January 2001). Divalent metal ion binding in RNA: Solution structural studies of a cobalt (III) hexammine ion bound to an RNA pseudoknot. (Invited Lecture) Department of Chemistry, Florida International University, Miami, FL.

**Gonzalez, R.L., Jr** (May 1998). Divalent metal ion binding in RNA: Solution structural studies of a cobalt (III) hexammine ion bound to an RNA pseudoknot. (Oral Presentation) Bay Area RNA Club. University of San Francisco, CA.

An Oak Ridge Postdoc  
(Stanford PhD)  
on the job market

**Pat M. Martin**

Environmental Sciences Division  
Oak Ridge National Laboratory  
Oak Ridge, TN 37831-6036  
(615) 574-1244

207 Edinboro Lane, #C52  
Oak Ridge, TN 37830  
(615) 483-1534  
PMartin@orlabs.com

**EDUCATION**

*Stanford University*, Stanford, California, 19XX-20XX

Ph.D. in Biological Sciences, 20XX, Area of Specialization: Population Biology  
M.S. in Biological Sciences, 19XX

*Northwestern University*, Evanston, Illinois, 19XX-19XX

B.A. in Biological Sciences, concentration in Ecology and Evolutionary Biology  
B.A. in Biochemistry, Molecular Biology and Cell Biology with honors  
B.A. in Integrated Science Program, with honors

**AWARDS and HONORS**

Hollaender Postdoctoral Fellowship (US D.O.E.), 20XX-present.  
ARCS Foundation Fellowship, 19XX-20XX  
National Science Foundation Graduate Fellowship, 19XX-20XX  
Andrew Mellon Foundation Graduate Research Fellowship, 19XX  
Phi Beta Kappa, 19XX

**RESEARCH EXPERIENCE**

*Postdoctoral Research*: Environmental Sciences Division, Oak Ridge National Laboratory, 20XX-present  
(research advisor: Dr. Stephen H. Smith).

- Development of quantitative theory of hierarchical structure in ecological systems.
- Analysis of how ecological communities reflect environmental heterogeneity at different scales.
- Numerical study of foraging behavior with short and long range movement in heterogeneous environments.

*Doctoral Research*: Department of Biological Sciences, Stanford University, 19XX-20XX (research advisor: Dr. James Randolph).

- Field study of the impact of avian predation on *Anolis* lizards in the eastern Caribbean documents the important of differences in spatial scale between prey and predators.
- Theoretical analysis of spatial scale and environmental heterogeneity in models of predator-prey communities.
- Analytical and numerical works shows how species interactions can sharpen underlying environmental patterns and how heterogeneous environments can stabilize predator and prey populations.

*Undergraduate Honors Research*: Department of Biochemistry, Molecular Biology, and Cell Biology, Northwestern University, 19XX-19XX (research advisor: Dr. Peter T. Hart)

- Investigation of primary events of bacterial photosynthesis.
- Isolation and spectral analysis of photosynthetic reaction centers.



### RESEARCH INTERESTS

- Theoretical and field study of ecological communities.
- The roles that spatial patterns and processes play in shaping communities.
- How populations and processes that act on different spatio-temporal scales affect the behavior of ecological systems.
- Influences of disturbance size and frequency on landscape structure.

### TEACHING EXPERIENCE

*Instructor:* Outdoor Education Program, Stanford University, 20XX-20XX.

- Lectures and weekend outings, emphasis on alpine ecology, animal tracking, and wilderness skills.

*Co-Instructor:* Biology of Birds, Stanford University, 20XX.

- Lectures and field trips; with Dr. S. T. Phillips.

*Teaching Assistant:* Systematics and Ecology of Vascular Plants, Stanford University, 20XX.

- Laboratory and field trips

*Teaching Assistant:* Core Biology Laboratory, Stanford University, 19XX.

- Ecology laboratory and discussion sections.

*Instructor:* Chemistry Laboratory, Kendall College, Evanston, IL, 19XX-19XX.

- Sole responsibility for laboratory in biochemistry, general and organic chemistry.

*Wilderness Guide:* Association of Adirondack Scout Camps, Long Lake, NY, 19XX.

- Six-day canoe and hiking trips, with attention to Adirondack natural history.

### UNIVERSITY SERVICE

*Tour Guide:* Botanical tours of Stanford campus for organizers of Native American student orientation, 20XX.

- Emphasis on native use of plants

*Tour Guide:* Ecology laboratory teaching assistant orientation, 19XX.

- Led natural history tour of field site.

*President and Member:* Northwestern Students for a Better Environment, 19XX-19XX.

### PUBLICATIONS & PRESENTATIONS

Phillips, S. T. and P. M. Martin. 20XX. Scrub Jay predation on starlings and swallows: attack and interspecific defense, *Condor* 90:503-505.

Martin, P. M. and J. Randolph. 20XX. Avian predation on *Anolis* lizards in the northeastern Caribbean: an inter-island contrast, *Ecology* 70:617-628.

Martin, P. M. and J. Randolph. Predation across spatial scales in heterogeneous environments, *Theoretical Population in Biology* (in press).

Martin, P. M. and J. Advisorname. Species interactions in space, symposium paper presented at the 19XX meeting of the Ecological Society of America, Snowbird, UT; to appear in R. Ricklefs and

### REVIEWER

*The American Naturalist*

An NSF Postdoc (Harvard  
Astronomy PhD) on the job  
market...

A couple of minor mistakes

## Héctor G. Arce, Ph D

Department of Astrophysics  
American Museum of Natural History  
Central Park West at 79<sup>th</sup> Street  
New York, NY 10024

Phone: (212) 313-7911  
Fax: (212) 769-5007  
E-mail: [harce@amnh.org](mailto:harce@amnh.org)  
<http://research.amnh.org/~harce>

### Education

Harvard University	Ph.D.	Astronomy	2001
Thesis: <i>The Impact of Giant Stellar Outflows on Molecular Clouds</i>			
Advisor: Alyssa A. Goodman			
Harvard University	M.S.	Astronomy	1998
Cornell University	B.A.	Physics	1995

### Fellowships, Honors and Awards

NSF Astronomy and Astrophysics Postdoctoral Fellowship	2004 – present
Harvard University GSAS Merit Fellowship	1998
Harvard University Graduate Prize Fellowship	1995 – 1999
NSF Minority Graduate Fellowship	1995 – 1998
NSF Incentive for Excellence in Scholarship Prize	1994

### Research Experience

NSF Astronomy and Astrophysics Postdoctoral Fellow <i>American Museum of Natural History, Department of Astrophysics</i> <ul style="list-style-type: none"><li>• Studied the impact of young stellar outflows on their surroundings at different size and density scales, using centimeter, millimeter, submillimeter, infrared, and optical data, as well as models.</li></ul>	2004 – present
Postdoctoral Researcher <i>California Institute of Technology, Astronomy Department (OVRO group)</i> <ul style="list-style-type: none"><li>• Conducted multi-molecular line study of the environment around young stars, using the Owens Valley Radio Observatory millimeter array.</li></ul>	2001 – 2004
Graduate Research Fellow <i>Harvard University, Astronomy Department</i> <ul style="list-style-type: none"><li>• Investigated the kinematics, morphology and energetics of molecular outflows and their impact on molecular clouds, using different millimeter single-dish telescopes.</li><li>• Determined the polarizing power of the ISM and dust distribution in the Taurus molecular cloud, using optical telescopes to measure polarization, spectra and photometry of stars.</li></ul>	1996 – 2001
Undergraduate Research Assistant <i>Cornell University, Astronomy Department</i> <ul style="list-style-type: none"><li>• Examined the distribution of neutral hydrogen in cluster galaxies, using Arecibo observatory data.</li></ul>	1992 – 1995

### **Education Experience**

- American Museum of Natural History, Education Department 2004 – present
- Taught astrophysics and computer programming to New York City public middle and high school students attending the Hayden Astrophysics Enrichment and Research Program (HAERP).
  - Developed curriculum and hands-on activities for HAERP courses.
  - Conducted workshops for public school teachers on using hands-on activities in the classroom.

- Pasadena Unified School District Spring 2003
- Taught and assisted physical science class for middle and high school students as part of course requirements of class taken at the California Institute of Technology (Caltech) Precollege Science Initiative.

- Harvard University 1996 – 1998  
Teaching Assistant:
- “Physics of the Interstellar Medium” graduate course.
  - Introductory undergraduate lab astronomy course for non-majors.
  - Introductory undergraduate astronomy course for non-majors.

- University of Puerto Rico, Río Piedras Campus, EPSCoR Summer 1992
- Assisted Prof. Gómez in summer course, for science high-school teachers, on how to use demonstrations in the classroom.

### **Public Outreach Experience**

- American Museum of Natural History 2004 – present
- Conducted hands-on activity explaining the scientific method, for parents of HAERP students.
  - Presented talk about star formation research to the museum Space Science exhibit explainers.
  - Served in Sunset Park Prep middle school career day.

- Pasadena Unified School District 2001 – 2004
- Visited schools and lectured to elementary, middle, and high school students.

- Boston Public Schools 1998 – 1999
- Presented astronomy talks in English and Spanish to elementary and middle school students.

### **Research Grants**

- Gas Entrainment and Shock Physics in Giant Protostellar Outflows 2006 – 2008  
*Spitzer Space Telescope Guest Observer Grant*
- The Impact of Young Stellar Outflows on their Surroundings 2004 – 2007  
*NSF Astronomy and Astrophysics Postdoctoral Fellowship*
- The Impact of Infall and Outflow Motions on the Circumstellar Envelope of Young Stars 2003 – 2006  
*Hubble Space Telescope Archival Research Grant*

**Professional Service**

NSF Proposal Review Panelist	2005
Journal Referee (ApJ, AJ, and ApJLett)	2001 –
Time Allocation and Proposal Review Committee for OVRO	2001 – 2004

**Professional Memberships**

American Astronomical Society	1997 –
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**Refereed Publications**

- Arce, H. G., & Sargent, A. I., 2006, *The Evolution of Outflow-Envelope Interactions in Low-Mass Protostars*, ApJ, in press
- Arce, H. G., Shepherd, D., Gueth, F., Lee, C.-F., Bachiller, R., Rosen, A., & Beuther, H., 2006, *Molecular Outflows in Low- and High-Mass Star Forming Regions*, Protostars and Planets V, in press
- Ridge, N. A., Di Francesco, J., Kirk, H., Li, D., Goodman, A. A., Alves, J., Arce, H. G., et al. 2006, *The COMPLETE Survey of Star Forming Regions: Phase I Data*, AJ, 131, 2921
- Arce, H. G., & Sargent, A. I. 2005, *Pushing the Envelope: The Impact of an Outflow at the Earliest Stages of Star Formation*, ApJ, 624, 232
- Arce, H. G., & Sargent, A. I. 2004, *Outflow-Infall Interactions in Early Star Formation and their Impact on the Mass-Assembling Process in L1228*, ApJ, 612, 342
- Goodman, A. A., & Arce, H. G. 2004, *PV Cephei: Young Star Caught Speeding?*, ApJ, 608, 831
- Arce, H. G., & Goodman A. A. 2002, *Bow Shocks, Wiggling Jets, and Wide-Angle Winds: A High-Resolution Study of the Entrainment Mechanism of the PV Cephei Molecular (CO) Outflow*, ApJ, 575, 928
- Arce, H. G., & Goodman A. A. 2002, *The Great PV Cephei Outflow: A Case Study in Outflow-Cloud Interaction*, ApJ, 575, 911
- Arce, H. G., & Goodman A. A. 2001, *The Mass-Velocity and Position-Velocity Relations in Episodic Outflows*, ApJ, 551, L171
- Arce, H. G., & Goodman A. A. 2001, *The Episodic, Precessing Giant Molecular Outflow from IRAS 04239+2436 (HH 300)*, ApJ, 554, 132
- Arce, H. G., & Goodman A. A. 1999, *An Extinction Study of the Taurus Dark Cloud Complex*, ApJ, 517, 264
- Arce, H. G., & Goodman A. A. 1999, *Measuring Galactic Extinction: A Test*, ApJ, 512, L135
- Arce, H. G., Goodman, A. A., Bastien, P., Manset, N., & Sumner M. 1998, *The Polarization Power of the Interstellar Medium in Taurus*, ApJ, 499, L93
- Giovanelli, R., Scodreggio, M., Solanes, J. M., Haynes, M. P., Arce, H., & Sakai, S. 1995, *HI 2334+26: an extended HI cloud near Abell 2634*, AJ, 109, 1451

### Conference Proceedings and Contributions

- Arce, H. G. 2005, *Multi-molecular Line Observations of Protostellar Outflows*, in IAU Symp. 231: Astrochemistry throughout the Universe – Recent Successes and Current Challenges, held in Asilomar, CA, Aug. 29 – Sept. 2, 2005
- Arce, H. G., Calvet, N., & Sargent, A. 2004, *The Shaping of Circumstellar Envelopes by Infall and Outflow Motions*, AAS Meeting 205, #98.11
- Arce, H. G., & the GALFA HI and Molecular Clouds sub-consortium. 2004, *Using ALFA to Study HI and Molecular Clouds*, AAS Meeting 205, #78.03
- Arce, H. G., & Sargent, A. I. 2003, *Infall-Outflow Interactions in L1228*, AAS Meeting 203, #71.04
- Arce, H. G. 2003, *Outflow-Circumstellar Envelope Interactions in Protostars*, IAU Symp. 221 Conf. Proc., “Star Formation at High Angular Resolution”, ed. M. Burton, R. Jayawardhana, and T. Bourke (San Francisco: ASP), 345
- Arce, H. G. 2003, *The Impact of Giant Stellar Outflows on Molecular Clouds*, RMxAC, 15, 123
- Di Francesco, J., Goodman, A. A., Alves, J., Arce, H., Caselli, P., Heyer, M. H., Johnstone, D., Schnee, S., Tafalla, M., Wilson, T. L. 2002, *The COMPLETE Survey of Nearby Star-Forming Molecular Clouds*, AAS Meeting 201, #34.06
- Arce, H. G., & Goodman A. A. 2001, *New Components of YSO Outflows Revealed through High-Resolution*, in ASP Conf. Proc. 235, “Science with the Atacama Large Millimeter Array (ALMA)”, ed. A. Wooten (San Francisco: ASP), 99
- Arce, H. G. 2000, *The Effects of Mass Outflows from Young Stellar Objects on their Surrounding*, AAS Meeting 197, #29.04
- Arce, H. G., & Goodman A. A. 2000, *The Interaction Between Giant Herbig-Haro Flows and their Surroundings*, in “Emission Lines from Jet Flows”, conference held in Isla Mujeres, Mexico
- Arce, H. G., & Goodman A. A. 2000, *On-the-Fly Mapping of Giant Molecular Outflows*, in ASP Conf. Proc. 217, “Imaging at Radio through Submillimeter Wavelengths”, ed. J. G. Mangum and S. J. E. Radford (San Francisco: ASP), 86
- Arce, H. G., Goodman, A. A., Kenyon, S. J., Sumner M., Bastien, P., & Maset, N. 1997, *The Polarization Power of the ISM*, AAS Meeting 191, #32.03

A junior professor at Brown  
(Princeton PhD)

Curriculum Vitae  
Rebecca Page, Ph.D.

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Department of Molecular Biology, Cell

Biology and Biochemistry

Brown University

70 Ship Street, G-E4

Providence, RI 02912

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fax - 401.863.9653

#### Education

- 2000 - 2003 Post Doctoral Research Associate, Molecular Biology, The Scripps Research Institute
- 1993 - 1999 Ph.D., Chemistry, Princeton University
- 1988 - 1993 B.S., Biochemistry with Honors, *magna cum laude*, University of Arizona  
B.S., Applied Mathematics, *magna cum laude*, University of Arizona

#### Professional positions

- 2005 – present Assistant Professor, Department of Molecular Biology, Cell Biology and Biochemistry, Brown University
- 2004 – 2005 Assistant Professor, Research, Department of Molecular Pharmacology, Physiology and Biotechnology, Brown University
- 2003 – 2004 Core Project Leader, Crystallomics Core, Joint Center for Structural Genomics, The Scripps Research Institute

#### Academic Honors and Awards

- 2005 Rhode Island Foundation Medical Research Grant
- 2005 Brown University Richard B. Salomon Faculty Research Award
- 2000 - 2003 Ruth L Kirschstein National Research Service Award (NRSA), NIH
- 1997 - 1998 Harold W. Dodds Honorific Graduate Fellowship
- 1994 - 1997 National Science Foundation Graduate Fellowship
- 1993 - 1994 Phi Beta Kappa
- 1992 - 1993 Barry M. Goldwater Undergraduate Research Scholar
- 1988 - 1992 Regent's Academic Achievement Scholarship

#### Associations/Service

- April, 2005 – present Editor, Protein Expression and Purification



**Invited Lectures**

- June 2, 2005 Using Structural Genomics Results to Advance Structural Biology in the Academic Laboratory. *American Crystallographic Association Annual Meeting.*
- April 16, 2004 High Throughput Protein Crystallography Technologies: Analysis of Large Scale Experiments Using Positive and Negative Data. *Keystone Symposia, Structural Genomics*
- March 29, 2004 Crystallization for Structural Genomics. *PSI Protein production and crystallization workshop*
- October 1997 Crystallographic constraints on f-actin modeling. *Third Annual Fiber Diffraction Workshop.*

**Awarded Presentations**

- January, 2004 Pep Talk 2004, winner poster presentation
- April, 2003 West Coast Protein Crystallography Workshop, winner poster presentation
- June, 1993 American Association for the Advancement of Science, Southwestern and Rocky Mountain Division, winner student poster competition

**Teaching/Mentoring Experience**

- 2003 – 2004 TSRI: Responsible for directing the research of seven research scientists as Core Leader of the TSRI Crystallomics Core for the JCSG
- 2002 TSRI: Guided the rotation project of a TSRI graduate student (Mike Nelson)
- 1996 – 1997 Princeton University: Rockefeller College graduate tutor for freshman chemistry students
- 1993 - 1994 Princeton University: Preceptor for Advanced Freshman Chemistry (Chem 205) and Intermediate Thermodynamics (Chem 306)

**Other Experience**

- 2000 - 2004 TSRI: Executive committee member of the TSRI Society of Fellows. Co-chair Distinguished Lecture Series (2002-present).
- 1995 - 1999 Princeton University: System Administrator for a SGI Unix Computer Cluster.
- 1994 - 1995 Princeton University: Chairman of the Student Molecular Biophysics Seminar Series.
- 1991 - 1993 University of Arizona: Member of the Student Advisory Group to the Undergraduate Biology Research Program. Chairman 1991-1992.

**Publications**

1. Collins, B., Stevens, R.C., **Page, R.** (2005) High-Throughput Optimum Solubility Screening: Using Crystallization Results to Identify the Optimal Buffer for Protein Crystal Formation. *Acta Crystallogr F61*, in press.
2. Mustelin, T., Tautz, L. and **Page, R.** (2005). Structure of the Hematopoietic Tyrosine Phosphatase (HePTP) Catalytic Domain: Structure of a KIM phosphatase with a phosphate bound at the active site. *J Mol Biol*, 354, 150-163.
3. Peti, W., Johnson, M.A., Herrmann, T., Neuman, B.W., Buchmeier, M.J., Nelson, M., Joseph, J., **Page, R.**, Stevens, R.C., Kuhn, P. & Wüthrich, K. (2005) Structural Genomics of the SARS Coronavirus: NMR Structure of the Protein nsP7. *J Virology*, 79, 12905-12913.
4. Peti, W., **Page, R.**, Moy, K., O'Neil-Johnson, M., Wilson, I. A., Stevens, R. C. & Wüthrich, K. (2005). Miniaturization of a structural genomics pipeline using micro-expression and microcoil NMR. *J Struct Funct Genomics*, in press.
5. **Page, R.**, Deacon, A.M, Lesley, S. & Stevens, R. C. (2005) Shotgun crystallization strategy for structural genomics II: Crystals and conditions that produce high resolution structures for *T. maritima* proteins. *J Struct Funct Genomics*, 6, 209-217.
6. **Page, R.\***, Peti, W.\*, Wilson, I. A., Stevens, R. C., & Wüthrich, K. (2005). NMR screening and crystal quality of bacterial expressed prokaryotic and eukaryotic proteins in a structural genomics pipeline. *PNAS*, 102, 1901-1905. \*These authors contributed equally to this work.
7. Canaves, J., **Page, R.**, Wilson, I. A. & Stevens, R. C. (2004) Protein biophysical properties that correlate with crystallization success in *Thermotoga maritima*: maximum clustering strategy for structural genomics. *J Mol Biol*, 344, 977-991.
8. **Page, R.** Moy, K., Sims, E. C., Velasquez, J., McManus, B., Grittini, C & Stevens, R. C. (2004). Scalable high-throughput microliter expression device for *Escherichia coli* recombinant proteins. *Biotechniques*, 37, 364-370.
9. **Page, R.** & Stevens, R. C. (2004). Crystallization data mining in structural genomics: using positive and negative results to optimize protein crystallization screens. *Methods*, 34, 373-389.
10. **Page, R.**, Grzechnik, S. K., Canaves, J. M., Spraggon, G., Kreusch, A., Kuhn, P., Stevens, R. C. & Lesley, S. A. (2003). Shotgun crystallization strategy for structural genomics: an optimized two-tiered crystallization screen against the *Thermotoga maritima* proteome. *Acta Crystallogr D* 59, 1028-1037
11. Nyman, T., **Page, R.**, Schutt, C. E., Karlsson, R. & Lindberg, U. (2002). A cross-linked profilin-actin heterodimer interferes with elongation at the fast-growing end of F-actin. *J Biol Chem* 277, 15828-15833.

12. Page, R., Lindberg, U. & Schutt, C. E. (1998). Domain motions in actin. *J Mol Biol* 280, 463-474.
13. Schutt, C. E., Kreatsoulas, C., Page, R. & Lindberg, U. (1997). Plugging into actin's architectonic socket. *Nat Struct Biol* 4, 169-172.

**Structure Notes (Structures published in context of the Joint Center of Structural Genomics):**

14. Irimpan, M., Schwarzenbacher, R., McMullan, D., Abdubek, P., Ambing, E., Biorac, T., Cambell, J., Canaves, J. M., Chiu, H. J., Deacon, A. M., DiDonato, M., Elsliger, M. A., Godzik, A., Grittini, C., Grzechnik, S. K., Hale, J., Hampton, E., Han, G. W., Haugen, J., Hornsby, M., Jaroszewski, L., Karlak, C., Klock, H. E., Koesema, E., Kreusch, A., Kuhn, P., Lesley, S. A., Levin, I., Miller, M. D., Morse, A., Moy, K., Nigoghossian, E., Ouyang, J., Page, R., Quijano, K., Reyes, R., Robb, A., Sims, E., Spraggon, G., Stevens, R. C., van den Bedem, H., Velasquez, J., Vincent, J., Wang, X., West, B., Wolf, G., Xu, Q., Zagnitko, O., Hodgson, K. O., Wooley, J., Wilson, I. A. (2005). Crystal structure of S-adenosylmethionine:trRNA ribosyltransferase-isomerase (QueA) from *Thermotoga maritima* at 2.0 Å resolution reveals a new fold. *Proteins* 59, 869-874.

15. Levin, I., Miller, M. D., Schwarzenbacher, R., McMullan, D., Abdubek, P., Ambing, E., Biorac, T., Cambell, J., Canaves, J. M., Chiu, H. J., Deacon, A. M., DiDonato, M., Elsliger, M. A., Godzik, A., Grittini, C., Grzechnik, S. K., Hale, J., Hampton, E., Han, G. W., Haugen, J., Hornsby, M., Jaroszewski, L., Karlak, C., Klock, H. E., Koesema, E., Kreusch, A., Kuhn, P., Lesley, S. A., Morse, A., Moy, K., Nigoghossian, E., Ouyang, J., Page, R., Quijano, K., Reyes, R., Robb, A., Sims, E., Spraggon, G., Stevens, R. C., van den Bedem, H., Velasquez, J., Vincent, J., Wang, X., West, B., Wolf, G., Xu, Q., Zagnitko, O., Hodgson, K. O., Wooley, J., Wilson, I. A. (2005). Crystal structure of an indigoidine synthase A (IndA)-like protein (TM1464) from *Thermotoga maritima* at 1.90 Å resolution reveals a new fold. *Proteins* 59, 864-868.

16. Xu, Q., Schwarzenbacher, R., McMullan, D., Abdubek, P., Ambing, E., Biorac, T., Canaves, J. M., Chiu, H. J., Dai, X., Deacon, A. M., DiDonato, M., Elsliger, M. A., Godzik, A., Grittini, C., Grzechnik, S. K., Hampton, E., Hornsby, M., Jaroszewski, L., Klock, H. E., Koesema, E., Kreusch, A., Kuhn, P., Lesley, S. A., Levin, I., Miller, M. D., Morse, A., Moy, K., Ouyang, J., Page, R., Quijano, K., Reyes, R., Robb, A., Sims, E., Spraggon, G., Stevens, R. C., van den Bedem, H., Velasquez, J., Vincent, J., von Delft, F., Wang, X., West, B., White, A., Wolf, G., Zagnitko, O., Hodgson, K. O., Wooley, J., Wilson, I. A. (2005). Crystal structure of a formiminotetrahydrofolate cyclodeaminase (TM1560) from *Thermotoga maritima* at 2.80 Å resolution reveals a new fold. *Proteins* 58, 976-981.

17. Han, G. W., Schwarzenbacher, R., Page, R., Jaroszewski, L., Abdubek, P., Ambing, E., Biorac, T., Canaves, J. M., Chiu, H. J., Dai, X., Deacon, A. M., DiDonato, M., Elsliger, M. A., Godzik, A., Grittini, C., Grzechnik, S. K., Hale, J., Hampton, E., Haugen, J., Hornsby, M., Klock, H. E., Koesema, E., Kreusch, A., Kuhn, P., Lesley, S. A., Levin, I., McMullan, D., McPhillips, T. M., Miller, M. D., Morse, A., Moy, K., Nigoghossian, E., Ouyang, J., Paulsen, J., Quijano, K., Reyes, R., Sims, E., Spraggon, G., Stevens, R. C., van den Bedem, H., Velasquez,

# Pittsburgh Political Science PhD on the job market...

A bit difficult to digest

DEPARTMENT OF POLITICAL SCIENCE  
 UNIVERSITY OF PITTSBURGH  
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 EMAIL: [LMP7@PITT.EDU](mailto:LMP7@PITT.EDU) OR [POHLMANLM@YAHOO.COM](mailto:POHLMANLM@YAHOO.COM)  
 WEBSITE: [WWW.PITT.EDU/~LMP7](http://WWW.PITT.EDU/~LMP7)

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 EDUCATION
 

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**PhD candidate in Political Science, University of Pittsburgh, 2000-** (PhD expected late 2006)

Dissertation title: "Polling Predispositions: Forming Attitudes toward the EU in the Czech Republic and Slovakia." *Funded by NSF Doctoral Dissertation Research Improvement Grant SES-0518408 and IREX-IARO Fellowship*

Abstract: How can we account for the strikingly different political preferences of Czechs and Slovaks in the post-communist era, despite a shared half-century of political history and similar political institutions? This project is broadly concerned with what motivates ordinary citizens to support or reject the EU in the new member states of post-communist Europe. I systematically examine the basic nature of political attitudes and their malleability in democracies that are still undergoing massive change via a two-pronged framework. First, I map attitude structure by uncovering the hierarchical linkages between predispositions (i.e., self-interest and identity) and specific policy preferences (i.e., attitude to the EU) using latent variable structural equation modeling (SEM). I then test the strength of attitudes and the likelihood of persuasion using data drawn from an original survey experiment in the Czech Republic and Slovakia and analyzed with multinomial probit and fixed effects regression. I triangulate my methods by analyzing qualitative data from original in-depth questionnaires and focus groups. I show that on the whole, Czechs are motivated chiefly by self-interest when considering the EU, while Slovaks are primarily concerned with improving their symbolic status within the European hierarchy. Furthermore, I find that attitudes rooted in self-interest are more susceptible to persuasion than are attitudes that reflect identity concerns.

Committee co-chairs: Jon Hurwitz and Ronald Linden

Committee members: Alberta Stragia, David Barker, and Sharon Wolchuk (GWU)

Fields of concentration: comparative politics, Europe (East and West) and EU; mass political psychology and behavior

Russian and East European Studies Certificate

**Honors BA (double degree, magna cum laude), Saint Louis University, 1996-2000**

Political Science and International Studies, Russian and East European Studies Certificate

**Workshops, Inter-university Consortium for Political and Social Research (ICPSR), University of Michigan, Summer 2005**

LISREL Models: General Structural Equations

Scaling and Multidimensional Analysis

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 PUBLICATIONS
 

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"Now You See It, Now You Don't: Anti-EU Politics in Central and Southeast Europe" (with Ronald H. Linden). *European Integration* 25(4): 311-334, 2003.

"Public Opinion in the Czech Republic." In John G. Geer, ed., *Public Opinion and Polling Around the World*. Santa Barbara, CA: ABC-CLIO, 2004.

"Public Opinion in Slovakia." In John G. Geer, ed., *Public Opinion and Polling Around the World*. Santa Barbara, CA: ABC-CLIO, 2004.

"Czech Republic." 2003. High School Curriculum Guide, Outreach Resources of the Center for Russian and East European Studies, University of Pittsburgh. 77 pages. Website: [http://www.outreachworld.org/Files/University\\_of\\_pittsburgh/crees\\_czech\\_guide.pdf](http://www.outreachworld.org/Files/University_of_pittsburgh/crees_czech_guide.pdf).

#### CONFERENCES AND LECTURES

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"Forming Attitudes toward the European Union in Slovakia." Paper to be presented at the Annual Meeting of the American Association for the Advancement of Slavic Studies in Washington, DC, November 16-19, 2006.

"Self-Interest, Values, and the Multiple Faces of Identity: The Origins of Czech and Slovak Attitudes toward the European Union." Paper presented at the Annual Meeting of the Southern Political Science Association in Atlanta, GA, January 7, 2006.

"Fears, Hopes, and Expectations: The Etiology of Czech and Slovak Attitudes toward the European Union." Paper presented at the Women's Caucus Pre-Conference of the Annual Meeting of the American Political Science Association in Washington, DC, August 31, 2005.

"What Membership Means: Czechs and Slovaks on EU Accession, in their Own Words." Paper presented at the Annual Meeting of the Midwest Political Science Association in Chicago, IL, April 7-10, 2005.

"Reconceptualizing the Debate: Attitudes toward EU Membership in Post-Communist Europe." Paper presented at the Biannual Meeting of the European Union Studies Association in Austin, TX, March 31-April 2, 2005.

"Political Attitude Formation in Post-Communist Europe: The Competition of Values and Elite Influence in the Czech Republic and Slovakia." Lecture presented at the Academy of Sciences of the Czech Republic, Institute of Sociology, Prague, Czech Republic, May 13, 2004.

"Political Persuasion and EU Membership in the Czech Republic and Slovakia." Paper presented at the Annual Meeting of the Midwest Political Science Association in Chicago, IL, April 17, 2004.

"Predicting Persuasion: Attitudes toward EU Membership in Slovakia." Paper presented at the Annual Meeting of the Southern Political Science Association in New Orleans, LA, January 7-10, 2004.

"Convincing Citizens: Routes to Persuasion and Attitudes toward EU Membership in the Czech Republic." Paper presented at the Annual Meeting of the Midwest Political Science Association in Chicago, IL, April 3-6, 2003.

"Now You See It, Now You Don't: Anti-EU Politics in East and Southeast Europe" (with Ronald H. Linden). Paper presented at the Biannual Meeting of the European Union Studies Association in Nashville, TN, March 27-29, 2003.

"Changing Attitudes and EU Membership: A Test of the Elaboration Likelihood Model in the Czech Republic." Paper presented at the European Union Center at the University of Pittsburgh, November 26, 2002.

"Mass Media Effects on Attitude Change toward EU Membership in the Czech Republic." Paper presented at the Annual Meeting of the Southern Political Science Association in Savannah, GA, November 6-9, 2002.

"To Join or Not to Join: Predicting the Attitudes of Czech and Slovak Citizens toward EU Membership" (with Matthew Stehnick). Paper presented at the Annual Meeting of the Midwest Political Science Association in Chicago, IL, April 25-28, 2002.

"The Impact of Crime on System Support: A Comparison between Latin American and Eastern European Democracies" (with Lucia Dammer and Mary Fran T. Malone). Paper presented at the Annual Meeting of the Midwest Political Science Association in Chicago, IL, April 25-28, 2002.

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#### FIELD RESEARCH

---

Czech Republic and Slovakia. Dissertation research: original in-depth cognitive questionnaires with a semi-representative sample of 23 Czech and 25 Slovak citizens (IREX/IARO Fellowship, Mellon Pre-Doctoral Fellowship), 2003-2004; original survey experiment of 500 Czech and 500 Slovak citizens (NSF Doctoral Dissertation Research Improvement Grant), 2006.

Slovakia. Original random, representative survey experiment of 500 Slovak citizens (European Union [EU] Center Grant), 2003.

Czech Republic. Original random, representative survey experiment of 501 Czech citizens (EU Center Grant, Political Science Grant), 2002.

Czech Republic. Original in-depth questionnaires with a semi-representative sample of twenty Czech citizens (EU Center Grant), 2001.

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#### TEACHING EXPERIENCE

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Nominated for Elizabeth Paranger Excellence in Teaching Award, sponsored by the University of Pittsburgh's Arts and Sciences Graduate Student Organization, Spring 2005.

Instructor, PS 1211: Legislative Process (Congress); Department of Political Science, University of Pittsburgh, Fall 2004.

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#### GRANTS

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National Science Foundation Doctoral Dissertation Research Improvement Grant #0518408, SES Division, 2005-2006.

Provost's Development Fund Grant, University of Pittsburgh, 2005-2006.

Foreign Language and Area Studies (FLAS) Fellowship, Russian and East European Studies, University of Pittsburgh, 2005-2006, 2002-2003.

European Union Center Graduate Summer Fellowship, University of Pittsburgh, 2005, 2003, 2002.

Richard Cottam Dissertation Prize, Department of Political Science, University of Pittsburgh, 2004-2005.

IREX IARO Research Grant, Czech Republic and Slovakia, 2003-2004.

Mellon Pre-Doctoral Fellowship, Faculty of Arts and Sciences, University of Pittsburgh, 2003-2004.

Czechoslovak Room Committee Scholarship, Nationality Rooms Program, University of Pittsburgh, 2002.

Summer Research Grant, Department of Political Science, University of Pittsburgh, 2002, 2001.

Teaching Fellow, Department of Political Science, University of Pittsburgh, 2001-2002, 2004-2005.

Summer Research Grant, Russian and East European Studies, University of Pittsburgh, 2001.

Faculty of Arts and Sciences Graduate Fellowship, Department of Political Science, University of Pittsburgh, 2000-2001.

---

#### APPOINTMENTS, SERVICE, AND HONORS

Visiting Scholar, Institute of Sociology, Czech Academy of Sciences, Prague, Czech Republic, 2003-2004.

Associate, European Union Center of Excellence, University of Pittsburgh, present.

Editorial Assistant, Reviewer, *Political Behavior*. Editors: Jon Hurwitz and Mark Peffley, 2004-2005.

Advisor, *2005 Europe: East and West Undergraduate Research Symposium*, University of Pittsburgh, 2005.

Judge, Panel 2: European and National Identities. *2003 Europe: East and West Undergraduate Research Symposium*, University of Pittsburgh, 2003.

Member, Comparative Political Behavior Faculty Search Committee, Department of Political Science, University of Pittsburgh, 2004-2005.

Roving Judge, *Model United Nations*, University of Pittsburgh; for Pittsburgh area high school students, 2004, 2005.

Member, Graduate Student Executive Committee, Department of Political Science, University of Pittsburgh, 2000-present.

Junior Scholars' Training Seminar at ~~W~~Yon River, MD. Sponsored by East European Studies at the Woodrow Wilson International Center for Scholars and the Committee on East European Studies of the American Council of Learned Societies, 2003.

Best Student in Political Science Award, Pi Sigma Alpha (Political Science Honor Society), Alpha Sigma Nu (Jesuit Honor Society), Saint Louis University, 1999-2000.



LANGUAGES

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Czech	Advanced proficiency
Slovak	Advanced proficiency
Russian	Intermediate
French	Intermediate

REFERENCES

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Dr. Jon Hurwitz, Professor; Department of Political Science; University of Pittsburgh  
[hurwitz@pitt.edu](mailto:jhurwitz@pitt.edu)

Dr. Ronald Linden, Professor; Department of Political Science; University of Pittsburgh  
[linden@pitt.edu](mailto:linden@pitt.edu)

Dr. Alberta Stragia, Professor and Jean Monnet Chair ad ~~person~~, Department of Political Science; Director,  
European Union Center of Excellence; University of Pittsburgh  
[stragia@ucis.pitt.edu](mailto:stragia@ucis.pitt.edu)

Dr. David Baker, Associate Professor; Department of Political Science; University of Pittsburgh  
[dbaker@pitt.edu](mailto:dbaker@pitt.edu)

Dr. Martin Votruba, Professor; Slavic Languages and Literature (Slovak and Czech); University of Pittsburgh  
[votruba@pitt.edu](mailto:votruba@pitt.edu)

# Role of the Cover Letter

- To interpret your qualifications for the position (you are “**job ready**”).
- To make a case for you as a good “**fit.**”
- To draw attention to elements in the CV.
- To elaborate on material in the CV.
- To express interest and give you a voice.
- To showcase your intellect and writing ability.

## Excerpt from John K. Borchardt, "Writing a Winning Cover Letter," *Science*, 10 March 2006

*One of the most important jobs of any good sales pitch is to avoid doing harm. Some cover letters, says Robert Horvitz, chair of MIT's biology department search committee, may inadvertently convey negative impressions of a candidate, especially if they "look sloppy or indicate an inability to communicate in English." "These things can kill someone's chances," adds Kenton Whitmire, chair of the chemistry department at Rice University in Houston, Texas.*

# Cover Letter Writing Tips

- Make your letter attractive.
  - If you have access to departmental letterhead, use it for your cover letter but **not** for your **CV**.
- Address letter to a named person if possible.
- Know your audience! Do your research!
- Express interest in the employer; CUSTOMIZE letter!
  - Again, think about **what has meaning to your readers**.
- Draw attention to what's important in your CV. Doing so is NOT repetitive; it's crucial!
- Academic cover letters are typically a bit longer than the traditional 1-page cover letter for business or industry; letters in the humanities and some social sciences tend to be longer than in the natural sciences.
- Have a voice — a cover letter is not a scholarly article.

# Cover Letter Structure: 1<sup>st</sup> Paragraph

- Begin with a statement of purpose, mention the position by title. You may mention how you learned of the opening. If someone referred you, mention the person's name.
- Identify yourself briefly. Mention your adviser or PI by name.
- You may introduce your interest in the position or make a claim for your candidacy (which you will elaborate on later in the letter).
- Make this first paragraph short – pique interest.

# Cover Letter Structure: 2<sup>nd</sup> & 3<sup>rd</sup> Paragraphs:

## Research

- The next paragraphs should be meaty discussions of your qualifications as they directly MATCH the position.
- Use the language of the announcement and the department's/institution's website to guide you.
- If applying for a research position or a teaching position at a research institution, discuss your research and research interests first.
- Provide context for your work; show that you are a forward-thinking professional.
- Avoid excessive jargon; use crisp, clear prose that will make your audience want to know more.

# Cover Letter Structure: 2<sup>nd</sup> & 3<sup>rd</sup> Paragraphs: Teaching

- Conversely, discuss teaching & teaching philosophy (even if a separate “Statement of Teaching Philosophy” is required) first if applying to a teaching institution.
- Be sure to mention experience with new pedagogies or technologies in the classroom.
- If you have limited or no teaching experience, discuss what and how you would teach.
- You will impress the committee if you show connections between your research & teaching.
- Also discuss service if applying to a small institution.

# Cover Letter Structure: Closing Paragraphs

- Discuss your **FIT** with the position and/or department/lab and any particular reasons for your interest.
- Offer to submit additional materials; refer to any materials on the web.
- Indicate how references will be sent, if applicable.
- Mention any specifics about your availability for an interview.
- Thank the committee for considering your application.
- Sign your letter, with your name typed below, followed by “Enclosure” or “Enclosures” on the next line.



# More Tips

- Be positive – say nothing negative.
- Apply early.
- Use the cover letter to elaborate on info in your CV (e.g. you devised a plan for your research team).
- Generally speaking, sending unsolicited materials is discouraged (remember that you can offer to send additional materials).
- If hard copy, use same quality paper (“resume”) and font for letter and CV; do not fold materials.
- If emailing materials, send as attachments.

# Bad Cover Letter

John Smith  
1 Main Street, Apt. 13  
Charlottesville, VA 22903

October 1, 2006

To Whom It May Concern:

It is with great pleasure that I write to you regarding the opening in your department. I will complete my doctorate in [X field] from the University of Virginia in May 2007. I have enclosed my curriculum vitae for your consideration.

I look forward to hearing from you soon.

Thank you,

John Smith

Enclosure

# Good Cover Letter Samples to Critique

1<sup>st</sup> Good Sample  
(research focus)

Chair, Faculty Search Committee  
Department of Chemistry and Biochemistry  
California Polytechnic Institute  
200 Maxim Street  
Town, CA 91111

Dear Committee Members:

I wish to apply for the faculty position in the Department of Chemistry and Biochemistry at California Polytechnic Institute advertised in the December 17<sup>th</sup> issue of *Science*. Currently I am a postdoctoral fellow at the University of California at San Francisco in the Department of Pharmaceutical Chemistry in the laboratory of Dr. Jean-Pierre Raffarin.

My primary research goals are directed toward understanding the basis of molecular recognition at the atomic level using physics-based computational methods. As a postdoctoral fellow at UCSF and as a graduate student at Indiana University with Dr. Lionel Jospin, I have balanced method development for computational structure-based drug design with the application of these powerful tools to relevant antiviral and anticancer targets. I have discovered that [brief statement of findings]. My future research plans are aimed at [one sentence to discuss near term research goals]. My ultimate aim is to [one-two sentence/s to discuss long-term research goals].

Beyond my research successes (including nine papers to date and others in preparation) I have been fortunate to obtain a wide range of teaching experiences. As my curriculum vitae indicates, my teaching roles have included teaching assistant, instructor, guest lecturer, and mentor. I received the Indiana University Distinguished Teaching Award as well as the Indiana University Kofi Annan Memorial Prize for best Ph.D. thesis. My experience with outstanding mentors has made me realize the impact good teachers can make in students' lives. I actively strive to enhance my teaching through professional development programs in this area.

Enclosed please find my curriculum vitae, publication record, and teaching and research statements. Letters of recommendation are being sent via the electronic credentials service Interfolio. I would be happy to provide letters in support of my teaching if desired. Please do not hesitate to contact me if further information is needed.

Sincerely,

Francois La Rouchefoucauld

Enclosures|

# 2<sup>nd</sup> Good Sample (teaching focus)

Dr. Maureen Conway  
Chair, Department of Biology  
Box 123  
Williams College  
Williamstown, MA 01267

November 1, 2003

Dear Dr. Conway:

I am writing to apply for the position of Assistant Professor of Biology in the areas of bioinformatics and molecular biology. My graduate work at the University of California at Davis centered on the mechanism of translation initiation in prokaryotes. I am currently engaged in postdoctoral research in bioinformatics at the Gladstone Institutes at the University of California, San Francisco. Having benefited from close interactions with faculty as an undergraduate at Xavier University, I wish to give back as a teacher and mentor to the next generation.

As can be seen from my curriculum vitae, I am deeply committed to community outreach and undergraduate teaching. The two must go hand-in-hand to improve science education for all. As a graduate student at the University of California, Davis, I organized my fellow students volunteer at a local junior high school. This culminated in my teaching a special hands-on science elective for girls. I have continued to do science outreach as a postdoctoral fellow, volunteering with the University of California, San Francisco Science and Health Education Partnership to lead an after-school science club at a local middle school. The experience and training I have gained in inquiry-based science at the K-12 level translates directly into concrete strategies I can use with undergraduates.

I had the opportunity to use these strategies when I taught a molecular biology course at San Domingo University in between my graduate and postdoctoral work. Having complete freedom to develop both lecture and lab for the course, I created a lab exercise based on my graduate work where students cloned different mutations in 16S rRNA into an *E. coli* expression vector and analyzed the growth phenotype of the mutant cells. Students were excited about the project, coming into the lab at night and on weekends to see their results, which were unknown at the start, even to me. I also developed a bioinformatics lab exercise where students analyzed a protein's sequence and structure using tools available on the web.

The synergy between my research and teaching interests extends to my postdoctoral work on the [insert short description]. [Complete paragraph on current and future research interests/plans].

# 2<sup>nd</sup> Good Sample, continued

Finally, my interest in teaching and research at Williams College stems not just from my commitment to quality science education, but also from my desire to enrich the lives of my students. The mentoring skills I have developed as a leader in the Palo Alto chapter of the Association of Women in Science and Lion II Seminars (a leadership training company) will make a positive impact on the life choices of my students. In short, my mission is to impart my passion for biology to students in such a way that it contributes to the entire community.

I have enclosed my curriculum vitae, statements of teaching philosophy and research interests, selected reprints, and letters of reference from C.V. Ramen and J.C. Bose (a letter from Srinivasa Ramanujan has been sent directly). Please let me know if you would like any other materials. I look forward to hearing from the committee.

Thank you for your consideration,

Chien-Shiung Wu, Ph.D.

3<sup>rd</sup> Good Sample  
(research focus)



Dr. Name  
Department of Sociology  
University Address

Dear Dr. Name:

I am writing in response to your notice in the November *ASA Employment Bulletin* of the position as Assistant Professor of Sociology in your department. I am currently a doctoral candidate at the University of X and expect to complete all requirements for the degree by May, 1996.

My dissertation deals with the evaluation of fourteen child abuse prevention programs in the metropolitan Philadelphia area. Through my association with the National Committee to Prevent Child Abuse, I interviewed 80 mothers participating in various parent education programs. From the qualitative data I gathered, as well as from quantitative data collected by the National Committee, I am evaluating the efficacy of the programs. In addition, the qualitative data have led me to challenge cultural assumptions about appropriate child rearing practices and to consider issues surrounding the mainstream definitions of child maltreatment. Since the populations I have studied are largely poor minorities, I am examining the role of social isolation on the family experience of these parents.

As you can see from my vita, I have been most fortunate in my graduate student career to have had ample opportunity both to teach and to do research. As a teaching assistant and as an instructor of my own courses, I have been afforded a great deal of experience with a wide range of courses, including Qualitative Methods, Social Stratification, and Deviance; a list of my teaching interests can be found on my vita. The anonymous reviews by my students have been consistently laudatory, citing my knowledge, teaching style, and enthusiasm as highlights of the courses. I am committed to working with my students and have maintained professional relationships with many of them years beyond the classroom.

# 3<sup>rd</sup> Good Sample, continued

My research interests are as varied as my teaching. I have engaged in corporate and organizational research for the past three years with Dr. Name at the University of X. One article stemming from this work, "Leveraged Buyouts and Corporate Political Action," has recently been published in *Social Sciences Quarterly*. In addition, I have worked extensively with Professor Name, formerly of Bryn Mawr College and currently of the University of California, Davis. This work has included my master's project on unplanned teen pregnancy as well as field study on the Philadelphia pro-life and pro-choice movements in their nascence in the mid-80's, linking the movements to Gusfield's notion of the symbolic crusade. Recently, I independently conducted research on female crack addicts in rehabilitative programs, a project which I eventually hope to address in a series of short papers.

I have been an active member of the academic and social communities at the University of Pennsylvania and at Bryn Mawr College. I have served on numerous committees and have been a vigorous and enthusiastic participant in university life. My involvement spans groups as serious as the University Academic Planning and Budget Committee, a provost's committee to which only two graduate students are appointed each year, and as whimsical as the annual Sociology Department t-shirt contest, which I originated and continue to run each year.

I believe that I would be an asset to your department and university and would welcome the opportunity to discuss the assistant professorship with you further. I look forward to hearing from you.

Sincerely,

T.L. Candidate

# 4<sup>th</sup> Good Sample (teaching focus)

October 30, 2006

Cell Biology and Genetics Search  
Biology Department, Guilford College  
Greensboro, NC

I wish to apply for the assistant professor position advertised in the 15 October issue of *Science*. I am currently a postdoctoral fellow and lecturer in Molecular Genetics and Cell Biology at the University of Chicago. I received my Ph.D. from the Department of Molecular and Cellular Biology at Harvard University in 2004. As an alumnus of a small liberal arts college myself, I know and value the excellent education they provide to undergraduates and would be honored to join the Guilford community as an assistant professor.

My research and teaching interests have been fostered by several years of undergraduate teaching and mentoring at both Harvard and Chicago. At Chicago, I am fortunate to have the opportunity to serve as instructor for "Origin of Life," a lab and lecture course for non-science majors. I also bring several years of experience as a Teaching Fellow at Harvard in genetics and cell biology courses relevant to the available position. In particular, I have taught discussion and laboratory sections for both introductory molecular and cellular biology and for introductory genetics for three semesters each. In addition to the weekly laboratories incorporated into the molecular biology course, I taught a section of a summer school laboratory course on the principles and techniques of molecular biology. I also served as the Head Teaching Fellow for an introductory biology course, gaining experience with course management and curriculum design that has served me well in my position as a lecturer. My teaching at Harvard was recognized by two Certificates of Distinction in Teaching, awarded based on student evaluations.

# 4<sup>th</sup> Good Sample, continued

I have also supervised the undergraduate research of several students here at Chicago. My postdoctoral research has focused on elucidating the mechanisms of *P* element insertion in *Drosophila melanogaster*. This builds upon my dissertation research in the molecular evolution and population genetics of transposable elements in natural *Drosophila* populations. This research and the projects that will stem from it can be adapted to provide undergraduates with research opportunities for their Senior Honors projects at Guilford and would also complement the existing strengths of the department.

My postdoc and graduate school experiences have reinforced my appreciation for the liberal arts college environment. I have missed the small classes, active learning opportunities, and interdisciplinary students motivated by curiosity and love of learning. I look forward to once again becoming part of a liberal arts community and can think of no better environment than the Guilford Biology Department in which to grow as an educator and scientist.

I am enclosing my CV and statement of teaching philosophy. Letters of recommendation are being mailed under separate cover. Thank you for your consideration.

Truly yours,

Jim|Doe

Enclosures

5<sup>th</sup> Good Sample  
(teaching & research focus)

November 22, 2003

Dr. Robert Cutler  
Biology Search Committee Chair  
c/o Human Resources  
Bard College  
P.O. Box 5000  
Annandale-on-Hudson, NY 12504-5000

Dear Dr. Cutler:

I am writing in response to your advertisement in the November 9 issue of *Science* magazine, which announced a position vacancy for a Quantitative Biologist. I am excited about the opportunity to apply for a faculty position in the Biology Department of Bard College and believe that my research and teaching background make me a strong candidate. I am a molecular biologist currently finishing a postdoctoral fellowship in the laboratory of Ima Goddess at the University of North Carolina at Chapel Hill.

Over the years, I have developed an innovative approach to teaching and conducting research with undergraduates through creating and presenting course materials in both laboratory and classroom settings. In my experience, the best teaching involves concrete, hands-on examples, so I engage students in my courses by encouraging the maximum laboratory participation possible ....

The research project I intend to pursue at Bard College involves the development of.... This is a project that I feel will interest and inspire undergraduates while allowing me to continue to produce the highest quality work in my field.

Included in this packet, please find my curriculum vitae, statements regarding my research and teaching in...I appreciate being considered for your faculty position. Please let me know if I can provide additional information in support of my application...

Sincerely,

Iam Thebest

# Resources

- GSAS Career Services website section on cover letters:  
<http://artsandsciences.virginia.edu/gradschoolcareer/academiccareers/applicationmaterials/coverletters.html>
- “Tips on Writing A Curriculum Vitae,” American Chemical Society  
[http://www.chemistry.org/portal/resources/ACS/ACSContent/careers/pdf/D\\_CS\\_CV.pdf](http://www.chemistry.org/portal/resources/ACS/ACSContent/careers/pdf/D_CS_CV.pdf)
- “The Basics of Science C.V.’s,” Richard M. Reis, *Chronicle of Higher Education* (2000)  
<http://chronicle.com/jobs/2000/03/2000033102c.htm>
- “The Basics of Science C.V.’s: A Sample Teaching C.V.,” Mary Morris Heiberger and Julie Miller Vick, *Chronicle of Higher Education* (2003)  
[http://chronicle.com/jobs/news/2000/03/2000033102c\\_teaching/careers.html](http://chronicle.com/jobs/news/2000/03/2000033102c_teaching/careers.html)

# Resources

- For more tips, visit the “CV Doctor” series in *The Chronicle of Higher Education*:  
<http://chronicle.com/jobs/tools/cvdoctor/2006/>
- (Print) Mary Morris Heiberger & Julia Miller Vick, *The Academic Job Search Handbook* (3<sup>rd</sup> ed., 2001, 4<sup>th</sup> edition coming out in early 2008)
- The key word is **CUSTOMIZE!**



# Contact

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