The Job Application Materials Checklist

CV

- □ Clearly indicate degree and specialty area.
- □ Place teaching and research in the order that matches the institutional emphasis.
- □ Format to allow quick and easy assessment of professional productivity and consistency.

Cover letter

- □ Address letter to correct institution.
- □ Indicate the position in the first paragraph.
- □ Address all position requirements from the advertisement.
- □ Match the relative emphasis on teaching and research of the institution.
- □ Make specific references to the department or college.
- □ Proofread for any mistaken references to people, programs, or resources not currently at the institution.

Teaching statement

- □ Focus on undergraduate and graduate teaching to match the institution.
- □ Include specific descriptions of teaching methods rather than using buzzwords.
- □ Include evidence for the effectiveness of teaching methods.
- □ Avoid statements indicative of poor boundaries with students, naiveté, or inflexibility.

Research statement

- □ Include a clear vision for programmatic research.
- □ Describe abilities as an independent researcher, not someone's student or protégé.
- □ Match future research plan with the institution's research emphasis and resources.
- □ Address mentorship and/or opportunities for students as appropriate for the institution's mission.

Teaching materials

- □ Present student evaluations in summary tables.
- □ Provide sufficient information to interpret student evaluations.
- □ Select sample materials that illustrate fit with the teaching requirements of the institution.

Diversity statement

- □ Illustrate knowledge about diverse groups, awareness of the educational issues facing diverse groups, and skill in working with diverse groups.
- □ Include specific examples of the infusion of diversity into teaching, research, and/or service.

Letters of recommendation

- □ Select letter writers who can offer uniformly positive perspectives on the full range of position requirements.
- □ Share application materials and career goals with letter writers.

This material is a companion to *Becoming a Psychology Professor: Your Guide to Landing the Right Academic Job*, by Guy A. Boysen. An overview of the book can be viewed on the American Psychological Association website (https://www.apa.org/pubs/books/4313054).

Additional supplemental material is available on the book's companion website (http://pubs.apa.org/books/supp/boysen/).