

Dr. Alex E. Blazer
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Job Market Applications Material Workshop

materials

- every application
 - application / cover letter
 - curriculum vita*
 - some applications
 - teaching statement / philosophy*
 - writing sample
 - teaching portfolio / evidence of effective teaching
 - teaching statement / philosophy*
 - sample syllabi*
 - sample assignment prompts*
 - sample graded assignments
 - teaching evaluations
 - dossier / credentials (service: Interfolio <http://www.interfolio.com>)
 - letters of recommendation
 - graduate school transcripts
 - undergraduate transcripts
 - course list: taught and taken*
- *sample available on Alex's teaching portfolio
<http://www.faculty.de.gcsu.edu/~ablazer/Portfolio/>

job postings

- <http://awpwriter.org/careers/joblist.htm>
- <http://www.mla.org/jil>
- <http://www.ade.org/jil>
- http://humanities.academickeys.com/seeker_job.php
- https://chronicle.com/services/create_account
- <http://www.higheredjobs.com/faculty/search.cfm?JobCat=82>

useful link

- MLA Checklist for Job Seekers
http://www.mla.org/resources/jil/jil_jobseekers/jil_jobseekers_che

useful computer files

- an application letter template
- a file of job listings
- a spreadsheet to keep track of
 - institution, due date, application materials, Interfolio dossier, and follow up
- an address label file
- a file with employer and recommender information