

APPLICATION INSTRUCTIONS – EXAMPLES

EXAMPLE 1

Review of complete applications will begin on November 1, 2007, and will continue until the position is filled. To apply, go to <http://employment.umn.edu/> and electronically complete the application form (search for Job Req. # _____). Applications received via email or hard copy will not be accepted. Complete electronic applications must include attachments as follows: a letter of application expressing interest and commitment to teaching and research, a current vita, and one representative paper or article. Three letters of reference, a graduate transcript (official or unofficial), and demonstration of teaching excellence (i.e., teaching evaluations) should be mailed to (copies received via email will not be accepted):

Name

Address

Duluth, MN 55812

Phone

EXAMPLE 2

Complete application will include:

- 1) letter of application addressing qualifications – must be submitted online;
- 2) curriculum vita – must be submitted online;
- 3) name and contact information of three references – must be submitted online;
- 4) unofficial transcripts (official transcripts will be required at the time of an interview) – may be submitted online or mailed to address below;
- 5) evidence of effective teaching such as teaching evaluations, a letter from a colleague/supervisor who has observed you teaching, teaching award(s), student evaluations – may be submitted online or mailed to address below;
- 6) reprints of published scholarly articles (1-3) – may be submitted online or mailed to address below.

Send additional required documents to:

Name

Search Chair

University of Minnesota Duluth

Room address

Street address

Duluth, MN 55812

Review of complete applications will begin February 5, 2007, and continue until the position is filled. For additional information, contact: Name, Phone, email.

EXAMPLE 3

To apply for this position, candidates must submit application materials online at <http://employment.umn.edu/> (Requisition # _____) and include a letter of application responding to the requirements of the position, curriculum vitae/resume, contact information for five professional current references, and an unofficial transcript of the highest degree received. Additional supporting application materials, if desired, can be sent to XXX, Search Chair, UMD Department of XXX, Building address, Street address, Duluth, MN 55812. Review of complete applications will begin on March 9, 2007, and will continue until the position is filled. Final candidates will be asked to submit a sample of their work and an official transcript of the highest degree received. For additional information, email xxxxxx@d.umn.edu or call 218-726-xxxx.