

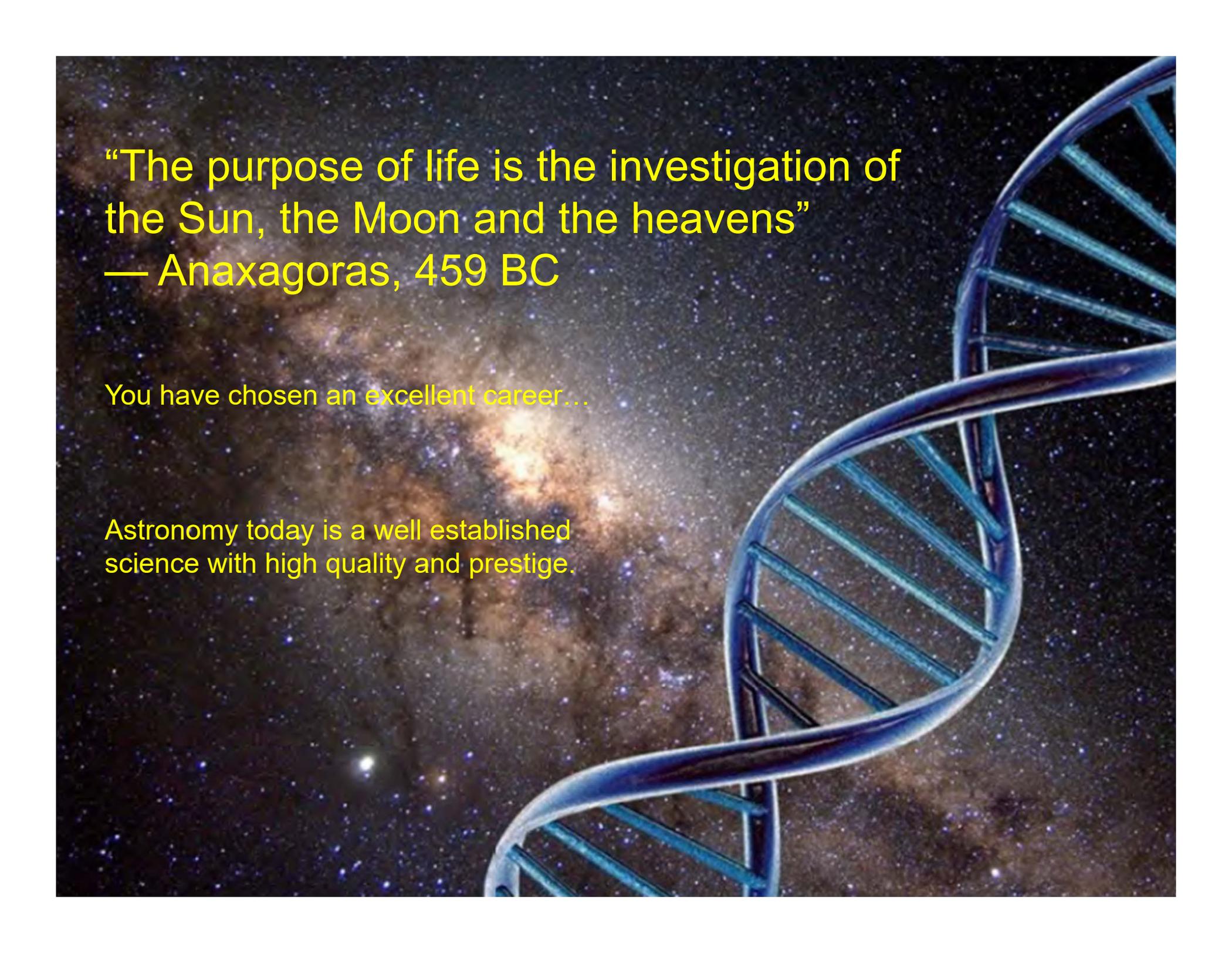


Applications: Letters and CVs

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Acknowledgements:

- Ed Guinan's CV writing presentation
 - Univ. Kent guide



“The purpose of life is the investigation of
the Sun, the Moon and the heavens”
— Anaxagoras, 459 BC

You have chosen an excellent career...

Astronomy today is a well established
science with high quality and prestige.

Any Application Letter

- This is your presentation card, the first thing evaluators will read. If it is not engaging, the panel might not read anything else in your application.

AVOID:

- One line letters that say “Here you have my paperwork, please give me the position”:

“Dear sirs,

Please find enclosed my CV, statement of interests and the names of two referees to apply for the PhD studentship you are currently advertising.

Best regards,

XXX”

- Spelling mistakes – careless! There are spellcheckers in both Linux and Windows, use them!
- Language that is too colloquial or too intricate, you want to project yourself as neat, professional and respectful.

Any Application Letter

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DO:

- **Personalize** the introduction letter, **do your research on the place you want to go to** before you start writing:
 - What are the areas of research in the Dept./School you are interested in?
 - Do you know any of the professors or do you know their research from reading their papers?
 - Do you know any student that has done his/her MSc/PhD there?
 - Think about what is appealing about that Dept. to you
- Present yourself
- Explain your background and summarize your path towards your current status
- Explain your **goals and dreams**
- **Play to your strengths** not to your weaknesses
- Explain why you have chosen to apply to that particular Dept.

CVs

As with application letters, this is a reflection of your thinking and structuring of information.

Remember an employer is likely to give less than a minute of their attention to your CV that you took many hours to craft. What will they see in the first 20 to 30 seconds that will convince them to look again?

That first glance should take in the following:

- Your name in larger font, so that it is easy to find in a pile of CVs.
- Level of education
- What you are currently doing
- An organized structure to ease the search of what they are looking for

CVs

- **Avoid** starting the CV with Curriculum Vitae or CV. It is obvious what it is, and space is scarce, so be selective of what information you include.
- **Avoid** funny names as contact addresses: e.g. DarkLord@hotmail.com can give the wrong idea of who you are.
- **Avoid** > 2 pages unless explicitly allowed
- **Avoid** including non-relevant information, like whether you like playing soccer
- **Avoid** templates found in internet, like Microsoft CVs. You want it to stand out, so uniformity is your enemy.
- **Avoid** tiny fonts so that you fit everything you have ever done in two pages. 10-12pt is a good choice. Fonts are largely a personal choice, use something which is smart and easy to read. Comic Sans has real detractors, so avoid.
- **Not necessary:** a profile or career objective isn't essential as much of this information would be included in a covering letter.



comic sans font



Guztiak

Irudiak

Bideoak

Gehiago

Ezarpenak

Tresnak

4.930.000 emaitza inguru (0,36 segundo)

Why You Hate Comic Sans - Design for Hackers

<https://designforhackers.com/blog/comic-sans-hate/> ▾ Itzuli orri hau

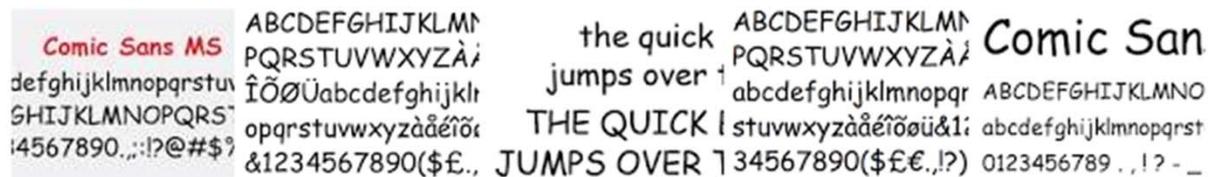
Everyone loves to hate Comic Sans. The child-like handwriting font is so infamous, there is a movement to try to ban it. Mention its name to the common layman ...

45 Free comic sans fonts - FontSpace

www.fontspace.com ▸ [Category](#) ▾ Itzuli orri hau

Results 1 - 11 of 22 - Instant downloads for 45 free comic sans fonts. For you professionals, 12 are 100 % free for commercial-use!

Honen irudiak: comic sans font



→ [comic sans font kontsultarekin bat datozen irudi gehiago](#)

Salatu irudiak

CVs

- **Include** full contact information: email, postal address, telephone... you do not want them hunting for that information on internet...
- **Include** all relevant personal information: date and place of birth, gender (do not make assumptions even if you have a common name, **Andrea?**), citizenship... You can include marital status and number of children, but it is a choice and sometimes a disclosure works against you if you, specially if are a woman – **avoid being a source for unconscious bias when possible (no photograph!)**.
- **Structure** the information in subsections. How many depends on the development of your career.
 - ✓ Education: University level only. After you get in a MSc/PhD program nobody cares where you went to for primary and secondary school, or what your grades were.

If you are applying for graduate school and a full school statement with grades is not included among your documentation, a table summary might work --- tables are easy to read and show a well structured mind:

CVs

Examples of tables for Education:

2010-2013 THE UNIVERSITY OF KENT, UK

BSc. (Hons.) Physics with Space Science and Systems

1st year

- Astrophysics and space science 71%
- Mathematical Methods 75%
- Atomic & Nuclear Physics 80%

2nd year

- Quantum Mechanics 71%
- Electromagnetism 67%
- The multiwavelength Universe 80%

3rd year

- Thermodynamics and Statistical Mechanics 60%
- Stars, galaxies & the Universe 90%
- Image processing 95%

- ✓ Positions and appointments: representative of a student-organization?
- ✓ Professional affiliations: student-body organizations? National Astronomy Society?
- ✓ Research interests in 1 line
- ✓ Skills: languages, computer skills, hardware expertise, teamwork, communication, problem solving
- ✓ Summarized research in numbers, the list of papers can come in a separate list if it is extensive, conferences attended, talks presented...
- ✓ Teaching experience: any courses taught
- ✓ Outreach experience: talks, articles, fairs...
- ✓ Community build-up: e.g. recruiting of students for your university?

CVs

- Don't think for a minute that just because it is you, you have more chance than anyone else at getting your CV read. It's largely the surface appearance of your CV that will get it noticed enough to read. It can contain good stuff and be awfully laid out and you'll never get an interview.
- Don't lie or exaggerate. You'll be found out: if you write "Fluent in French" be ready to conduct part of the interview in French.
- Don't try to explain your weak points
- Emphasize your strengths. They can't see you being all cool, calm and competent. If you are the world expert at something, put it down
- Get someone who is not related to you to read through your CV. Ask them for honest feedback and react to the suggestions they make (and do not get mad at them!).
- Send CV in pdf to avoid problems in reading it. Not everybody work in MS environment.