

How to apply successfully for a PhD or Postdoctoral position in the Heyden Lab

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1. Preamble

You strive for a successful career in science or engineering. I might be looking for Ph.D. students or Postdocs. In order to match the person with the job I need from you an application that tells me something about you beyond mere dates. In the following, there are some guidelines how to prepare an application. I hope they help you to find a suitable position that you enjoy.

An application consists of several elements:

- A. curriculum vitae
- B. list of publications
- C. References / letters of recommendation
- D. University transcripts and diplomas including help for interpretation
- E. other certificates if applicable (e.g. language courses)
- F. summary of research experience (1 page max)
- G. clarification of what attracts you to our research, what you expect to gain from a time period spent here, and how your previous experience qualifies you for the kind of research we are doing

Of course, depending on the peculiarities of your application, not all of this may be necessary.

2. Curriculum Vitae

Must include (if applicable)

- A. your name, address, and contact details
- B. (expected) date of availability
- C. a complete record (without gaps larger than 1 month) of what you did starting after high school (college, work, military, ...).
- D. your academic qualifications in college / university (BS, MS, PhD, ...) including date of the qualification, grades if applicable, distinctions if any.
- E. teaching experience if any
- F. honors, awards, and fellowships

Should include (if applicable)

- G. languages with level
- H. IT/software knowledge with level
- I. voluntary work, how often, how long
- J. non-academic achievements
- K. hobbies

3. List of Publications

Separate list into refereed and non-refereed (books, book chapters, reports, theses, ...) publications. List conference participation and posters separately and only for the most important meetings.

4. References (Letters of Recommendation)

List at least two references that are able to provide useful and trustable information about you. Note, the letters of recommendation

- A. should be by someone who can judge your performance like a previous supervisor
- B. should say in which capacity the author knows you
- C. should describe what you actually did while you interacted with the author
- D. should comment upon your performance, achievements, work attitude, and ability to work in a team
- E. should make a specific comment about your suitability for the position in question

5. University Transcripts and Diplomas

If possible augment grades by your relative rank ("10th out of 75"). For University transcripts from outside the USA and Germany it is also helpful if you can provide some information about the institutions standing/ranking within the country.

6. Research Experience

I would like to know if and how your previous research work qualifies you for the research done in my group. It is enough to describe your previous research areas briefly and in broad terms. For collaborative or group efforts, indicate your own contribution to the work. Describe also any significant side jobs in the research group (system administrator etc.). Limit yourself to 1 page.

7. Statement of Interest

For example: Why do you want to work here? What has triggered your interest? Which of our research subjects attracts you? Are you more of a method/code developer or do you prefer running applications? What do you expect from a time period spent here for your own career? Which experience/expertise/knowledge can you bring into the team?