|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Professional materials and experience** | **Completed**  | **\_\_\_ month goal** | **\_\_\_ month goal** |
| Application materials | Curriculum vitae |  |  |  |
| Cover letter |  |  |  |
| Teaching statement |  |  |  |
| Research statement |  |  |  |
| Letters of recommendation |  |  |  |
| Interview talk |  |  |  |
| Teaching excerpt +/or class |  |  |  |
| Your Research | Dissertation chapters |  |  |  |
| Professional talks |  |  |  |
| Published abstracts |  |  |  |
| Publications |  |  |  |
| Postdoctoral position(s) |  |  |  |
| Grant writing experience |  |  |  |
| Analytical tools/skills |  |  |  |
| YourTeaching | Teaching experience(s) |  |  |  |
| Courses I could teach |  |  |  |
| Students I’ve mentored (and in what capacity) |  |  |  |
| Educational materials I’ve created (e.g. labs, class activities) |  |  |  |
| Your Service | Manuscript +/or grant proposal reviews |  |  |  |
| Professional service to your institution, local community, +/or your profession |  |  |  |