**Notetaker Name:**Paulina Rodriguez

**Lecture’s Name:**Aparna Higgins, Talitha Washington, Bill Christian

**E-mail/Phone:** aparna.higgins@udayton.edu , talitha.washington@howard.edu

**Talk Title:**Applying for Jobs

**Date:** 03 / 12 / 2012  
**Time:** 3:00 pm to 3:50 pm

**Please have either the lecturer/yourself, fill in the following when lecture is done:**

**1. List 6-12 lecture keywords:**

academic jobs ,CV or resume, job positions, job fairs, interviews, industry jobs, government jobs, salary, tailored application, cover letters, letters of recommendation packets

**2. Please summarize the lecture in 5 or fewer sentences.**

Begin application process by researching job positions you would enjoy based on a variety of parameters (i.e. location, community, research vs. teaching, salary). Write and tailor entire applications based on each academic job position. Note: schools will always recognize the difference between generic and specialized applications. Look for jobs at conferences, job fairs, and also look into positions you would like that do not have current openings at the moment. When working on the application have many revisions by a variety of peers, professors from your school, professors from other schools, and people who know about the accepting applications.