ON THE JOB MARKET?

SERVICES PROVIDED BY THE PHD PROGRAM OFFICE

The PhD Program Office will provide some assistance in helping PhD students that are on the job market with compiling their application packets. What is provided and what is required of the student is listed below.

PhD Program Office will …
1. Create a mail merge, using the spreadsheet provided by the student, and print letters and one set of labels for job packet. (Required at least one week prior to when letters are needed).
2. Stuff and seal confidential recommendation letters ONLY. If confidential letters need to be sent electronically, the faculty member writing the letter will need to send letter directly to school, or the Department Administrative Assistant can scan letter and submit in behalf of the faculty member.

Student will …
1. Provide spreadsheet with contacts and addresses. Please see PhD Program Office before preparing the spreadsheet to confirm it can be used in a mail merge.
2. Provide letterhead, envelopes, and labels to the PhD Program Office. These can be obtained from the Department Administrative Assistant.
3. Stuff and label envelopes to complete the application package.
4. Mail the application package, using a departmental blue slip.