

Tips for Applying to Graduate School

by Nancy E. Mathews

Making Contact before you apply to a program

- S email
- S in person at conferences
- S telephone
- S letter

Follow up

- S periodic check-ins (ask if this is ok with faculty member)
- S email only

Cover Letter

- S one page
- S have faculty member review it
- S format in 3-4 sections: what you are applying for and your knowledge of that person's research program, your academic qualifications, your field/lab experience, leadership experience and personal factors that make you qualified for the position, end with something like "I would be pleased for an opportunity to meet with you in person."
- S stress interpersonal and leadership skills
- S be accurate with names and titles
- S have several people proof read your materials
- S tailor your statement of research interests to match or parallel the faculty member; no need for great detail

Resume

- S 2 pages, avoid padding with one time experiences (include those in a cover letter)
- S standard format: goal, education, work experience (include all - not just that which is related to the profession), other related experience, interests, references
- S references should include phone #'s and email address
- S obtain permission from your reference before you send their name out
- S avoid glitziness

Phone Contact

- S always ask if this is a good time to speak
- S keep it short and to the point, have a list of prepared questions
- S be polite!

Interview

- S set up several weeks to a month in advance
 - S meet with several faculty members
- be prepared: read up on their research and the program's requirements

