

Tips for a good application in science

Source: <https://www.academics.com/guide/postdoc-application-germany>

- **Read the job advertisement carefully:** You should read the advertisement for the postdoctoral position very carefully and answer a few questions for yourself: "How does the position fit into my current research career?", "Are the waiting tasks appealing and will they advance my career?" "Which of the requirements do I meet and which do I not meet?" By answering such fundamental questions, a concept for the application can already be derived.
- **Observe formalities:** It is advisable to check with the relevant institution to see if they have general information and guidelines for applications. It is essential that you comply with these formalities in order to avoid displeasure on the part of the potential employer.
- **Application by mail or email:** While online application via portals or email has become widely accepted in the private sector, many universities still require that documents to be sent by post. If the job advertisement does not explicitly refer to an application by mail or email, a brief inquiry at the institute may be useful.
- **An exposé/letter:** It often happens that research institutions and departments demand a longer exposé from applicants. This should explain the compatibility of the applicant's own research profile with the advertised work area.
- **Certificates:** If required in the advertisement, documents such as the Master's or diploma certificate, the doctoral certificate and also the appropriate job reference should be enclosed. All certificates must be authenticated.
- **List of publications:** An important proof of the scientific competence of postdocs is the publication list, consisting of books and articles or reviews in highly ranked journals. Depending on the wishes of the institution, exemplary articles can also be included. Special lectures at conferences or congresses could also be interesting.
- **Qualifications in teaching:** If the advertised position also includes teaching tasks, it is useful to provide an overview of existing courses with short descriptions. If necessary, you should also list evaluations, teaching concepts or further training in didactics.
- **Further qualifications:** In addition to the scientific requirements, many employers also require practical professional qualifications, especially in the natural sciences. These could include, for example, knowledge of programming languages such as Python or the use of statistical programs. However, qualification certificates from the field of social media can also be of importance here.
- **Soft skills:** It is useful to point out special soft skills that could be important for the job. These include, for example, leadership experience as a junior research group leader, communication skills or intercultural skills such as multilingualism or research experience abroad.
- **Letter of recommendation:** In science, it is common practice to include letters of recommendation from doctoral supervisors or thesis supervisors with the application.

- **Using networks:** If your own doctoral supervisor was a study friend of the head of the institute or if you already had a longer conversation with a professor of this department at the last conference - when applying, networks within the department are welcome to be used, if only to gather information about the potential new employer.