

## Workshop: The Appointment Procedure – Module 2: The Written Application in Detail

<b>Date:</b>	Thu, 20 March 2025, 09:30–12:30 h
<b>Location:</b>	online via Zoom
<b>Target group:</b>	Postdocs of all research fields of the UA Ruhr universities (max. 12 participants)
<b>Trainer:</b>	Dr. Matthias Schwarzkopf
<b>Registration deadline:</b>	6 March 2025

» Please register at: <https://eveeno.com/946517479>

### Description

The workshop provides basic knowledge about the different parts of a written application for a Junior-, Tenure Track- or lifetime professorship:

- How do I write the long texts: cover letter, research statement, teaching statement?
- How should I prepare the typical lists: publications, third-party funding, courses taught, etc.?
- What uncertainties do postdocs have in the written application and how can they deal with them?
- Parental leave, sick leave, etc. - to include or not?
- How can the CV be better adapted to the position in order to increase your own visibility?
- What other content might be useful?
- If participants from these fields are there: How should creative / artistic subjects design and structure their application?

### Trainer

**Dr. Matthias Schwarzkopf** was responsible for appointment procedures at the University of Jena for several years. He is supporting researchers for many years as a trainer and coach on the topic of appointments.