This handout summarizes the key points from the workshops and provides links to some web-based resources. Thanks for attending the workshop, and good luck with your applications!

### The Application Process

**Key tips:**
1. Know your motivations and goals. These may change but it is important to have a working draft.
2. What kind of work settings and relationships are most beneficial to you?
3. What are your expectations, and the expectations of your potential advisor and program?

**Additional resources:**

www.career.ucsb.edu (click the ‘Grad School Options’ link) ‘Is Graduate School for You?’ UCSB Career Services guide. Browse the links that pop up in the left-hand menu bar when you click ‘Grad School Options’.

"Careers in Science and Engineering: A Student Planning Guide to Grad School and Beyond " www.nap.edu/readingroom/books/careers/. A comprehensive online guide book provided by the National Academy of Science.


### Letters of Recommendation/CV

**Key tips:**
1. Be sure to ask someone who knows you - a professor from a small class, a thesis advisor, or an advisor for a club.
2. Ask your referee in person, and be sure to follow up. Make sure to give them plenty of time to write the letter.
3. Provide them with all the information they will need to write your letter- information about yourself including your CV, a copy of your transcript, your personal statement, and information about when it is due and how they should submit it.

**Additional resources:**

www.free-resume-tips.com/resumetips/curriclm.html - resume tips resource center, with top tips and examples. (They also offer services, but remember UCSB Career Services will help you for free!)

jobsearch.about.com/cs/curriculumvitae/a/curriculumvitae.htm - how a CV differs from a resume, tips and examples.
The ‘Statement of Purpose’
Key tips:
1. Proof-read it yourself, have others proof read & use spell check to revise your statement at least 3 times.
2. Know what your goals are and what the dept. you are applying to is looking for, in terms of research interests and degrees to be completed.
3. Include examples from your academic career that make you a good candidate for research, but remember: your statement of purpose is not an autobiography or paragraph form of your CV. If you don’t have much research experience, identify transferable skills/experience from other jobs you’ve had.

Additional resources:
www.statementofpurpose.com – a website on the what & how of this key part of the application.

www.accepted.com – dedicated to the admissions process; click the ‘grad’ link. While this site offers consulting services, there is a lot of free content, including tips, forums, and blog.

Funding Your Graduate Education
Key tips:
1. Grad students in sci & engr are usually offered funding by the department, but if you can get your own fellowship all the better! Use databases to help you find opportunities (see links below)
2. Look at funding sources listed on the school’s website that you apply to and ask professors and graduate students in your field.
3. Once you have written an application you will have letters of rec, project descriptions and literature referenced that can used as a framework for the next application. It only gets easier and quicker with practice.

Additional resources – databases for funding opps:
GRAPES (GRaduate and Post-doc Extramural Support) database: www.gdnet.ucla.edu/grpinst.htm

IRIS (Illinois Research Information Service): www.library.uiuc.edu/iris

Grants.gov: www.grants.gov/applicants/find_grant_opportunities.jsp

A final note…
There are lots of people on campus here and wherever you apply who can be great sources of information:
Graduate students, especially TAs you’ve had. Ask them what grad school is like, what they wish they had known, how to successful apply, anything you want. Grad students like to talk.
Professors. Ask them about research areas, good programs, advice for success. Email potential advisors about your research interests.
Graduate program assistants. They know everything about the dept., the program, the funding, and tips to help secure funding