

Prof. Dr. Ute Krämer  
9 June 2022

## General information for applicants

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### ■ Addresses

All applications must be sent in completion by email to **both** addresses: mgpp@rub.de, Ute.Kraemer@ruhr-uni-bochum.de

### ■ Cover letter

- Your **cover letter** should **refer specifically to the respective position/posting** (in case), or else please state that you are applying on your own initiative. If you are applying in response to a specific job posting, your letter should state the aspects that make you the right choice for the announced position (based on your past activities, background and/or expertise to date), and it should also indicate the aspects of the project which motivate your genuine research interest.
- Your cover letter should refer specifically to the research done in our lab.
- Please specify in your cover letter the **earliest possible date of your availability** for the announced position/or in general.

### ■ Documents

- Please include scans of all your **degree transcripts of records**, as well as **English and/or German language certificates**, in full. All **grades** should be clear and defined.
- If you are a non-EU citizen and currently have a visa valid for Germany, please send a scan of this with your application.

### ■ CV and other information

- Your CV should include your **date of birth**, periods of education, professional employment and all other periods, with **no gaps, until the present date**. Make sure to also mention any distinctions or prizes won.
- A minimum of **two contacts for letters of reference** should be contained/given, including email addresses.
- Topic, goals, methodologies, main results/conclusions of all your **(thesis) research projects** should be included (e.g. summaries), as well as the **grades** obtained specifically for the theses. For thesis work still in progress, please specify when you will send this information in the future. Please mention how long you worked in the laboratory/on each thesis research project up to now (total time period and avg. h per week), and include the name(s) of all scientists who directly supervised each of the projects.
- **List of publications:** Applicants for postdoc positions should have at least one publication accepted in a peer-reviewed international journal. Lists of publications should only include manuscripts accepted for publication. Submitted publications that are not yet accepted, manuscripts in preparation with planned submission date, or conference presentations, should be listed separately (with different headers).