

[Letterhead]

July 25, 2016

Dear Members of the Search Committee:

It is with great enthusiasm that I submit this application for the tenure-track Assistant Professor position in the Department of \_\_ at the University of \_\_. Having completed my Ph.D. in psychology at the University of California, San Francisco in 2011, I am currently a postdoctoral scholar at the University of California, San Francisco School of Medicine. I am devoted to cutting-edge health psychology research to improve the psychological and physical well-being of individuals.

As you will see in my materials, several aspects of my background make me a particularly strong candidate: a) extensive training in grant writing and research design at both UCSF and at a competitive 2-week course by the NIH; b) attending top research programs; c) working with some of the best scholars in their respective fields; d) teaching 15 semesters including, at University name, being the main professor for Introduction to Psychology as well as helping to lead an honors research methods class for two years; and e) publishing research in top journals.

I am thoroughly dedicated to teaching and mentoring, and have demonstrated a strong track record of success in this area, as my teaching statement highlights. I would especially enjoy teaching classes about introduction to psychology, social psychology, positive psychology, emotion, and research methods (especially for students writing up their own independent work). Regarding mentorship, I look forward to involving students in my current research as well as collaborating with students to develop and test new ideas.

I have enclosed my curriculum vitae as well as statements briefly describing my research and teaching. I look forward to providing any additional supporting materials, and to speaking by phone or in person about my qualifications for the Assistant Professor position. Thank you for your consideration.

Sincerely,

Mary Calkins, Ph.D.

Postdoctoral Scholar  
University of California, San Francisco  
Department of Medicine  
San Francisco, CA 94143

Cell phone: 123-456-7890  
E-mail: mary@ucsf.edu or  
mary.calkins@gmail.com

# MARY CALKINS

## Curriculum Vitae

University of California, San Francisco  
Department of Medicine  
San Francisco, CA 94143

E-mail: mary@gmail.com  
Phone: 123-456-7890

### EDUCATION

INSTITUTION AND LOCATION	DEGREE	DATE	FIELD OF STUDY
University of California, San Francisco	Postdoctoral	ongoing	Psychology
University of California, San Francisco	Ph.D.	2011	Psychology
University of Connecticut	M.S.	2004	Education
Clark College	B.A.	2000	Psychology, with Honors

### RESEARCH EXPERIENCE

<b>Postdoctoral Scholar</b> , University of California, San Francisco Adviser name Research on <i>place keywords related to research here</i>	2011-present
<b>Graduate Student</b> , University of California, San Francisco Advisers names Research on <i>place keywords related to research here</i>	2005-2011
<b>Research Assistant</b> , Wellesley University Adviser name Research on <i>place keywords related to research here</i>	2004-2005

### HONORS

Accepted to a fully funded 2-week training at NIH	2013
Awarded T32 Postdoctoral Scholar Fellowship, UC San Francisco	2011
Awarded the Outstanding Graduate Student Instructor Campus-wide honor for teaching research methods course for honors students	2000
Awarded the Psychology Department Research Fellowship	2000
Selected for Annual Summer Institute in Social Psychology at University name	2000
Graduate Fellowship	2000
Psychology Department Block Grant for research	2000
International Psychology Fellow, Fully funded attendance	2000
Fellowship for Independent Research	2000
Graduate Honor Scholarship, University	2000
Dean Fellowship, University	2000
Education Honor Society, University	2000
<i>Cum Laude</i> , University	2000

### PUBLICATIONS

1. Royce, J., James, W., **Calkins, M.** (in press). Publication title. *Journal name*. 2016
2. **Calkins, M.**, Royce, J., James, W. Publication title. *Journal name*. 2015
3. Sanford, E., **Calkins, M.** Publication title. *Journal name*. 2014 (**co-first author**)

---

#### CV

Laura Saslow

Page 1 of 3

4. Munsterberg, H., **Calkins, M.**, Royce, J. Publication title. *Journal name*. 2013
5. **Calkins, M.**, Munsterberg, H., Royce, J. Publication title. *Journal name*. 2012
6. Munsterberg, H., Sanford, E., **Calkins, M.**, Royce, J., James, W., Publication title. *Journal name*. 2011

**SELECT PRESENTATIONS**

1. Royce, J., James, W., **Calkins, M.** (2014). Presentation title. Talk presented at the *Annual Meeting of Society name*. Location.
2. **Calkins, M.**, Royce, J., James, W. (2012). Presentation title. Talk presented at the *Annual Meeting of Society name*. Location.
3. Sanford, E., **Calkins, M.** (2010). Presentation title. Talk presented at the *Annual Meeting of Society name*. Location.
4. **Calkins, M.**, Munsterberg, H., Sanford, E. (2008). Presentation title. Talk presented at the *Annual Meeting of Society name*. Location.

**ONGOING RESEARCH SUPPORT**

2010-2013

UCSF Name of Grant (Calkins), \$XX,XXX  
 A pilot study of give the brief description  
 Role: Principal Investigator

UCSF Name of Grant (Sanford & Calkins), \$XX,XXX  
 An intervention for give brief description  
 Role: Co-Investigator (\$30,000)

2008-2010

**COMPLETED RESEARCH SUPPORT**

2012-2013

Fund Grant (Calkins), \$XX,XXX  
 Grant to support a pilot, randomized control trial of give brief description  
 Role: Principal Investigator

UCSF Support Grant (Sanford & Calkins), \$XX,XXX  
 An online intervention for give brief description  
 Role: Co-Investigator

2012-2013

UCSF Psychology Department Summer Research Fellowship (Calkins), \$X,XXX  
 To write up projects developed in graduate school.  
 Role: Principal Investigator

2000

UC Research Grant (Calkins and Munsterberg), \$X,XXX  
 The goal of this project was to assess effects of a study.  
 Role: Co-Principal Investigator

2008-2010

---

**CV**

Mary Calkins

## **OTHER TRAINING AND COURSEWORK**

<b>Summer Institute on Science</b>	2012
2-week, full-time course sponsored by NIH	
<b>Grantwriting 101, UCSF</b>	2012
Course for postdocs and junior faculty for applying to NIH grants	
<b>Training in Clinical Research, UCSF</b>	2000
Courses: Designing Clinical Research, Responsible Conduct of Research Evaluation, and Building a Career in Clinical Research	
<b>Biological Basis of Social Behavior and Personality</b>	2000
Society for Personality and Social Psychology's Summer Institute in Social Psychology	
<b>Training in Positive Psychology, Psychophysiology, Harvard University</b>	2000
Courses with Instructor names	
<b>Education Technology Assistant, Clark College</b>	2000
Taught web design and digital video editing	
<b>Multimedia, Web Design, and Information Architecture, Wellesley University</b>	2000-2001

## **MENTORING EXPERIENCE**

<b>As a Postdoctoral Scholar, University of California, San Francisco</b>	2011-present
Mentored RAs including student name (now a PhD student in psychology at University name) and student name (now a PhD student in psychology at University name)	
<b>As a Graduate Student, University of California, San Francisco</b>	2005-2011
Mentored more than 10 honors thesis students including student 1 name (now a PhD student in psychology at University name), student 2 name (now a PhD student in psychology at University name), student 3 name (now a Masters student in psychology at University name)	
Mentored more than 50 RAs including student 1 name (now a PhD student in psychology at University name), student 2 name (now a PhD student in psychology at University name), student 3 name (now a Masters student in psychology at University name)	