

How to Apply to Join LCSO?

You may not be familiar with the correct way to apply, especially if you are not from a Western country. Please read this file carefully before applying!

1) The E-Mail

Paper applications are not necessary anymore. Email application to jerome.waser@epfl.ch is the way to go.

Important points:

1) Addressing: Start your email with Dear Prof. Waser (Title last name is used in Europe). Also **OK:** Dear Prof. Jerome Waser, Dear Prof. Jérôme Waser.

Not OK: Dear Sir/ Dear Madam, Dear Jerome (only for group members), Dear Prof. Jerome, Hi Prof., ...

2) Tell who you are: (shortly): Where you did your study, what is your current level, when you will get your degree, and if you did something particularly relevant for your application (which research did you do, internships (industrial, international...)). Do not give details, those are for the letter of motivation.

3) Tell why you apply. Why are you specifically interested in LCSO. Can you point to specific publications of the lab that attract your interest?

Not OK: Very general comments are useless: "I want to join your group because you are a leader in the field of organic synthesis".

2) The supporting documents

- There are five supporting documents needed for PhD application: Letter of motivation, CV, Transcript of grades, research summary and list of referees. For postdoc, a research proposal is asked in addition. It looks more serious if you have attached them as pdf to your application with the corresponding file names!
- **Letter of motivation:** It is the detailed version of your application email. You can go more in details about the topics of the email. You can also mention your career plan, personal experience, character or diversity background,... and how they make you a good candidate for LCSO.
- **CV:** Please provide a detailed academic CV. In particular, highlight which experiences you think are relevant for your application.
- **Transcript of Grades:** GRE and overall medium grade are not so useful, please provide details grading for all your courses, as the grades related to the field of synthetic chemistry are more important to be selected for interview. If available, provide also ranking. If you don't have ranking, please be aware that grading system vary a lot from country to country, so you should comment on it, especially which grade corresponds to a top 20%. It is better to provide the original grades with explanation rather than only a correspondence in A, B, C,... system.
- **Research summary:** Short (2 pages). Make chemical drawing yourself using ACS style. You are welcome to send copy of publications if you have already some, but this is not a replacement for the research summary, which can be used to assess your personal communication skills and scientific understanding.
- **List of referees:** Please give email addresses. Priority should be given for referees that supervised you for research work. If you keep "obvious" referees out (like master thesis supervisor), please shortly justify.
- **Research proposal** (for postdoc only): 1-2 pages: what research would you propose to do at LCSO?

3) Application Evaluation

- Within 10 days, we will acknowledge your application, and tell you if a position is open or not, and if your application has been selected for the next selection round. If you did not receive an answer in 10 days, please first check **if your application was complete** according to these guidelines. If yes, I may have missed your message in the flood of emails, so please send your application again.
- **Selection round 1:** Selected candidates will be invited for a 1:1 online interview with Prof. Waser.
- **Selection round 2:** Selected candidates from round 1 will be invited for a presentation to the full LCSO, and will meet 1:1 with the group members. The candidate(s) who give the best impression will receive a provisory offer and be informed on how to apply to the doctoral school and visa/working permit procedures. Hiring is final only if the application to doctoral school and working permit are successful.