

Using Interfolio for Job Applications

The History Department will provide reimbursement for the annual fee incurred by those who wish to utilize Interfolio for their Dossier service(s). **To be eligible** for fee reimbursement, **you must be** a PhD track student who is **ABD and currently enrolled in at least one (1) credit of study (HIST 699)**. Students can request **reimbursement up to two times**. (This year's fee is \$59.99.)

[Interfolio](#) is a fee-for-service online platform that provides secure storage of confidential documents such as transcripts, letters of recommendation, personal statements, letters of application, and writing samples to help students who are on the job market secure fellowships, post-docs, professorships, and various careers outside of academia.

The main benefit of the Dossier service is that it makes it possible to manage various documents and confidential letters of recommendation for multiple applications, enabling a scholar to apply to a large number of opportunities, and to apply on short notice if needed.

Please feel free to watch the Interfolio Dossier service “user tutorial” at the link below.

<https://www.interfolio.com/news-and-events/webinars/webinar-letters-of-rec/> (Note: this tutorial is a couple years old, so the platform/software likely has a similar, but newer, version for its users.)

If you choose to take advantage of this service for the 2023-24 academic year, please send documentation of your purchase (Interfolio's receipt/e-confirmation) to Keith Limbach at klimbach@binghamton.edu .