PROMOTION SELECTION PROCESS
Cover Letter Guidelines

As part of the selection process for promotion (Desk Managers, Lead SOA – Baumhart, or Furniture Crew Lead) selection process, applicants are asked to submit a cover letter. Please follow the instructions below when writing your letter. Prior to writing your letter, we recommend reading the position description for the position you are applying, speaking to current supervisors (DMs, Residence Life Staff), and consulting resources available through the Career Development Center.

A maximum word count of 600 words is permitted in your cover letter, though conciseness is appreciated. Your letter should be professional, coherent, and address the following points:

- Why are you interested in continuing to work for the Department of Residence Life?
- Why are you interested in the position you are applying?
- What experiences or skills do you have that make you qualified for the position?
- What would be your goals if you were to be selected for promotion?

Please refer to the Sample Cover Letter Outline at the end of this document when writing your letter. Your completed cover letter should be saved as a PDF and be uploaded as an attachment to your electronic application submission.
SAMPLE COVER LETTER OUTLINE

March 1, 2019

Selection Committee
Department of Residence Life
Loyola University Chicago
1032 W. Sheridan Rd.
Chicago, IL 60660

To the Selection Committee:

(Paragraph 1) In this paragraph, briefly address the reason you are writing, the position in which you are interested, and why you would be a good fit for the position. This is the “introduction/outline” for the rest of your letter.

(As you start and finish each paragraph, think about your transitions. Just like a good essay, a cover letter should have a logical, natural flow.)

(Paragraph 2) In this paragraph, briefly explain why you are interested in working for the Department of Residence Life.

(Paragraph 3) In this paragraph, briefly explain why you are interested in the position you have applied for a promotion.

(Paragraph 4) In this paragraph, highlight some of the relevant experiences or skills you possess that make you qualified for the position. It is recommended that you connect these experience or skills back to the relevant responsibilities or duties of the position.

(Paragraph 5) In this paragraph, discuss your goals should you be selected for the role.

(Paragraph 6): You will use this paragraph to conclude your letter. In a closing paragraph, it is typical to briefly summarize the main points of your letter. It is also common you thank the reader for their consideration, offer to answer further questions should they wish to contact you, and state that you look forward to hearing from them.

Sincerely,

(optional electronic signature, if available)

Your Name
Your Title (if applicable)
Your Phone Number
Your Email Address