STUDENT SUPPORT POSITIONS SELECTION PROCESS

Cover Letter Guidelines

As part of the Student Support Positions 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 descriptions for the roles in which you are interested, speaking to current staff members, and consulting resources available through the Career Development Center.

Your cover letter should focus primarily on your first preference position as indicated in your application (Desk Receptionist, Student Office Assistant—WTC or LSC, or Furniture Crew). A maximum word count of 600 words is permitted, though conciseness is appreciated. Your letter should be professional, coherent, and address the following points:

- Why are you interested in working for the Department of Residence Life?
- Why are you interested in the Student Services Position you preferred?
- What experiences or skills do you have that make you qualified for the Student Services Position you selected?

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, 2020

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 Student Services Position of your choosing.

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

(Optional Paragraph) If you preferenced more than one position, briefly describe your interest in additional Student Services Positions through Residence Life.

(Paragraph 5): 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