

*Note: Please use this form only if the Pdf doesn’t work for you, the pdf has more instructions. Please include: applicable skills, why are you interested in working for the VU, Experience you have that directly addresses qualifications or tasks.*

*Sample Cover Letters:* [*https://www.wwu.edu/careers/coverletters.shtml*](https://www.wwu.edu/careers/coverletters.shtml)

Viking Union Student Employment Cover Letter

# APPLICATION FOR

**(Position title)**

  **Your Name Phone Number WWU Email (if applicable) Permanent Email**

Please type your Cover Letter below. Include 5 paragraphs: 1) position you are applying for, 3-5 skills you have directly related to the position, and why you are interested in the position. 2) Describe how you commit to equity, inclusivity, and anti-racism (e.g. self-educating, personal experience, attending courses/workshops, volunteering/working with organizations that support underrepresented people, etc.) 3) describe experience you have directly addressing each of the required qualifications 4) directly address any preferred qualifications you have or related skills, 5) any additional information you’d like to share and closing statements. Type your name at the end, this acts as your signature that the statements in your cover letter are true.



*Note: This application is designed to mimic the layout of a resume. Please read the instructions carefully. Most VU positions do not require previous experience. Delete sections of the form if they are not applicable.*

Viking Union Student Employment Application

(Cover Letter continued)

HIGHLIGHT OF QUALIFICATIONS*See Resume examples:* [*https://www.wwu.edu/careers/resumes.shtml*](https://www.wwu.edu/careers/resumes.shtml)

*Review the position description and list how you excel at any required/preferred qualifications or job duties. Or list skills that are helpful.*

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## EDUCATION (include expected date of graduation)

## RELEVENT EXPERIENCE Please list jobs, internships, or volunteer experiences that relate specifically to the position. List most recent at top. Required information for each area: Job Title, Company Name, location of job (e.g. city, state), Dates worked, some job duties, Contact (e.g. supervisor), Contact phone number, can we call the contact, and your reason for leaving. (See PDF version for ideas on structure.)

## OTHER EXPERIENCE

List any other jobs, internships/volunteer experience, or relevant coursework. Required fields are Company Name, location of job (e.g. city, state), Dates worked, some duties.

PRESENT CLASS SCHEDULEPlease mark times you are busy with an X, to help with scheduling interviews.

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| Which Quarter?  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8-9 a.m. |   |   |   |   |   |
| 9-10 a.m. |   |   |   |   |   |
| 10-11 a.m. |   |   |   |   |   |
| 11-12 p.m. |   |   |   |   |   |
| 12-1 p.m. |   |   |   |   |   |
| 1-2 p.m. |   |   |   |   |   |
| 2-3 p.m. |   |   |   |   |   |
| 3-4 p.m. |   |   |   |   |   |
| 4-5 p.m. |   |   |   |   |   |

I certify that, to the best of my knowledge, all of the statements provided in my application are true. I understand that any omissions, falsifications, or misrepresentations are cause to disqualify me from employment consideration. If employed, I further agree to comply with all Western Washington University policies and procedures.

I understand I must maintain a 2.0 GPA and at least 6 undergrad or 4 graduate credits.

eSignature: (type full name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_