

*Note: Please use this form or attach your own letter. 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**

**To Whom It May Concern,**



*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

# APPLICATION FOR

**(Position title)**

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_