



# Viking Union

# Student Employment Cover Letter

*Note: This is designed to mimic the layout of a cover letter. Please read the instructions carefully. Blank paragraphs ok.  
Alternatively: feel free to submit a cover letter if you have one that addresses all of the questions in this form.*

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**APPLICATION FOR**

**To Whom It May Concern,** *Cover Letter instructions/examples for your reference: [www.wvu.edu/careers/coverletters.shtml](http://www.wvu.edu/careers/coverletters.shtml)*



# Viking Union Student Employment Application

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

## APPLICATION FOR

### HIGHLIGHT OF QUALIFICATIONS See Resume examples: <https://www.wvu.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 (list education other than WWU in additional information.)

#### Western Washington University Bellingham, WA, Expected Date of Graduation

### RELEVANT EXPERIENCE

Please list jobs, internships, or volunteer experiences that relate specifically to the position. List most recent at top.

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Contact: Contact ok? Reason left?

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Contact: Contact ok? Reason left?



# Student Employment Application

*Note: This application is designed to mimic the layout of a resume and instructions are in grey, please read carefully.*

## OTHER EXPERIENCE

*Typically this would be for other work experience, but feel free to list other internships/volunteer experience or relevant coursework.*

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**PRESENT CLASS SCHEDULE** *Please mark times you are busy with an X, these will help with scheduling interviews.*

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8-9 a.m.</b>					
<b>9-10 a.m.</b>					
<b>10-11 a.m.</b>					
<b>11-12 p.m.</b>					
<b>12-1 p.m.</b>					
<b>1-2 p.m.</b>					
<b>2-3 p.m.</b>					
<b>3-4 p.m.</b>					
<b>4-5 p.m.</b>					

*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: \_\_\_\_\_