



Cover Letter Expectations

Spring 2016

Cover letters provide applicants with an opportunity to elaborate on their experiences and how those skills translate to a position within the ASUW. This document outlines our association's expectations for cover letters, a potential template format for your cover letter, and a list of available campus resources.

Our Expectations

- Maintain a professional writing style
- All submitted cover letters should be individually tailored, never a form letter
- One page strongly recommended, two page limit
- Take advantage of available resources before submitting your application
- Only PDF documents will be accepted

Potential Cover Letter Format

Date

ASUW Personnel Director
Husky Union Building, Suite 121
Seattle, Washington 98105

To Whom it May Concern:

Paragraph 1

- State the position you are seeking
- What interests you about this particular position?
- Why do you want to work for the ASUW?

Paragraph 2

- What talents and strengths would you bring to the role? Provide specific examples in relation to the position.

Paragraph 3

- Explain your goals for the position and be as specific as possible in your implementation plan for each of these goals.

Paragraph 4

- What challenges do you anticipate for this position and how will you address these challenges? How do you hope to grow while working for the ASUW? What do you hope to learn from this position?

Sincerely,
Your Name

Resources

- ASUW Personnel Director — asuwpd@uw.edu
- UW Career Center — <http://careers.washington.edu/Students/Resumes-and-Interviews>
- Odegaard Writing Center — <https://depts.washington.edu/owrc/>