

### Cover Letter Expectations for Student Employment Applications

#### What Your Cover Letter Should Include:

- A clear introduction – State the position you're applying for and briefly introduce yourself.
- Your relevant experience – Share coursework, research, tutoring, or teaching experience related to the role.
- Why you are interested – Explain what draws you to the opportunity and how it fits with your academic goals.
- Professional tone and format – Use a formal greeting and maintain a focused, respectful tone throughout.

#### What to Avoid:

- Slang, jokes, emojis, or overly casual language.
- Apologies for delays or incomplete applications—focus on your strengths.
- Short or vague submissions with little content (ideal cover letters include a solid 1–3 paragraphs).
- Generic letters that are not tailored to the specific position or department.

#### Bonus Tips:

- Do not repeat your entire resume—highlight 1–2 key qualifications.
- Treat every application as a professional opportunity, even if you know the department.
- Keep your letter to one page max—clear and concise is best!

#### Need Support?

- Visit the [Writing Studio](#) or [Career Development Center](#) for help drafting or reviewing your cover letter and resume. They are here to help you present yourself professionally and confidently.