

Welcome!
Our session will begin shortly.

PLEASE NOTE:

Today's session will be recorded

and posted for those unable to attend. Please keep this in mind and do not share personal information aloud.

The chat box will *not* be visible in the recording.



Cover Letters that POP

Robin Cresiski, PhD
Assistant Vice Provost of Graduate Student
Development and Postdoctoral Affairs
University of Maryland, Baltimore County



Respond at Pollev.com/robinc777

Text **ROBINC777** to **37607** once to join, then **A, B, C, or D**

What are you looking forward to most this october?

Pumpkin-spice flavored things **A**

Halloween festivities for self/family **B**

The dramatic build up to the Presidential election **C**

The fall weather **D**

Total Results: 0

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Purpose of Cover Letters

Key Components of Good Letters

Technical Tips

Workshop a letter

Agenda



CV

Cover Letter

Research Statement

Teaching Statement

Diversity Statement

References/Letters

Purpose of a CL

How does it fit into your job app?



Purpose of a CL

- Summarize your research and teaching accomplishments and interests
- Show that you meet the qualifications for the job
- Provide a “pitch” for why you are competitive for this position. You are telling story, not rattling off a list.
- Demonstrate your communication skills and professionalism



Photo by [Christina Morillo](#) from [Pexels](#)



Before Writing a Cover Letter

Read the job ad and make a list
qualifications and characteristics

Required

Preferred

Other qualities



Let's look at a job ad together:

<https://www.higheredjobs.com/faculty/details.cfm?JobCode=177322542&Title=Assistant%20Professor%20Psychology>

What are the preferred and required qualifications?

What is in the job description that you should note and try to address (though it may not be in the qualifications)?

Good Cover Letter Components

(in order)

1. I'm applying
for the job you
advertised.

2. I'm qualified

3. Here's how I'm
specifically
awesome in the
primary skill

4. Here's how I'm
also awesome at
the secondary
skills

5. I'm a good fit for
you and you for me.



1. I'm applying for the job you advertised.

Specify the position, the institution, where you heard about the job.

Say who you are, your current role, and why you're a great candidate.



“Dear Dr. Summers and Members of the Search Committee,
I am enthusiastically writing to apply for the Assistant Professor in Anthropology position in your Department of Social Sciences at Gettysburg College as advertised on HigherEdJobs.com. I am currently a doctoral student at the University of Maryland, Baltimore County (UMBC) researching the experience of in-home healthcare patients with Dr. Susan Chard. Currently finishing the fourth chapter of my five-chapter thesis, my dissertation will be complete by June, 2021. With my passion for mentoring undergraduates, my interdisciplinary research well-suited for undergraduate mentees, and ability to teach a unique set of courses for your department, I believe I could be a great fit for this role.

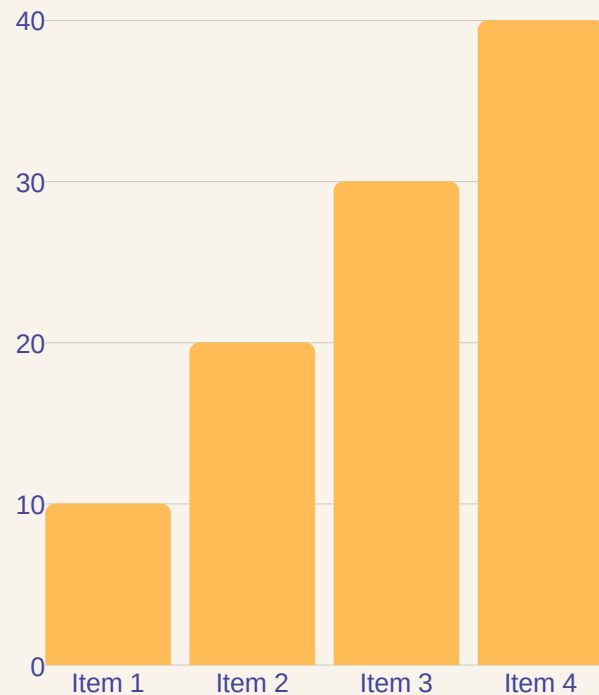
“Dear Sir,

I am writing to apply for the Assistant Professor position. I am currently a doctoral student at the University of Maryland, Baltimore County (UMBC) researching the experience of in-home healthcare patients. I am confident I would be a great fit for this role.”



2. I'm Qualified!

A paragraph with your highlights: your area of expertise, what you have worked on/accomplished to this date (details in CV), where you got your degrees, who you've worked with.



3 & 4: Here's how I'll be awesome in the primary and secondary areas.

Teaching

Passion must be clear. Experience/training, approach, what you can and hope to teach – point to Teaching Statement.

Research

Vision for the research, evidence that you are productive, that the work is it's relevant, it/you are fundable – point to Research Statement.

1-2 paragraphs each!

5. Closing: this is a great match!

**I'm a good fit for
you.**

**You are a good
fit for me.**

"To work at UNIVERSITY X, with a national reputation for innovative teaching practices, would be an honor for me. Your department, rich with well-known and up-and-coming teacher-scholars will provide the perfect setting in which to continue enhancing my pedagogical practices and establish an externally funded research program ideal for undergraduates. I believe my experience and passions greatly complement your highly interdisciplinary department. I am enthusiastic to become a part of this community and love your institutional motto "XX,YY". Please contact me with any questions you may have, and thank you for considering my application.

Technical things to note...

Address the letter to the search committee

Aim for 1-2 pages, single spaced, font 11 or 12.

Use letterhead from current institution.

<https://styleguide.umbc.edu/electronic-letterhead/>

Final Checks

PROOFREAD IT.
Sleep on it.
PROOFREAD IT AGAIN.

Go back to the list of requirements you made before starting, adjust to address all that you can.

**Have someone else
PROOFREAD!**
Set up someone to do a proofread the night before it's due if you know you'll be under the gun.

**Some other
things to
consider:
Advice I wish
I'd gotten
sooner**



**Take credit where you
deserve it. Use “I” not “we”**

**Emphasize the relevance of
your work/big picture
connections**

**Act confident in where
your research is going next
even if you're unsure. It
changes for everyone!**



Robin Cresiski
rcresisk@umbc.edu

Promise.umbc.edu
Cirtl.umbc.edu



CONTACT ME!

