

# Tips in Submitting an Employment Application

**An individual employment application must be submitted for each position of interest.**

- **Read the entire job announcement** – take time to understand what is expected of the role and requirements for the position.
- **Full consideration date** – applications received before or on the full consideration date will be reviewed and evaluated by the screening committee during the first-round of application evaluations.
- **Cover letter** – submit a cover letter specific to the position of interest.
  - **Minimum qualifications** – review the minimum qualifications listed in the job announcement; address each minimum qualification in the cover letter by explaining your level of experience, skills, and knowledge applicable to each minimum qualification.
  - **Preferred qualifications** – review the preferred qualifications listed in the job announcement; address each preferred qualification in the cover letter explaining your level of experience, skills, and knowledge applicable to each preferred qualification.
- **Resume** – submit a resume which reflects:
  - Month and year of employment for each position held.
  - Address employment gaps.
  - Summarize work experience.
- **Unofficial transcripts**
  - Multiple unofficial transcripts from various educational institutions can be uploaded as one document or uploaded as separate documents for each educational institution.
  - Official transcripts are not required to submit an employment application.
- **References** – be prepared to list contact information for three professional references.
- **Proofread** – check for spelling and grammar errors.