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

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University of Maryland, Baltimore County
What are you looking forward to most this October?

A. Pumpkin-spice flavored things
B. Halloween festivities for self/family
C. The dramatic build up to the Presidential election
D. The fall weather

Total Results: 0
What are you looking forward to most this October?

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Purpose of Cover Letters
Key Components of Good Letters
Technical Tips
Workshop a letter
Purpose of a CL

How does it fit into your job app?

CV
Cover Letter
Research Statement
Teaching Statement
Diversity Statement
References/Letters
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
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!