

## RA Cover Letter Template

**[Important: *Italicized* information is intended to be instructions OR what you should write about. You should not actually type using italics.]**

Last Name, First Name

**[do NOT use headers]**

December 9, 2016 *[all submissions should use this date]*

RA Selection Committee *[all submissions should use this address]*

Residential Life, Unit 4238

Storrs, Connecticut 06269-4238

Dear Committee Members, *[all submissions should use this greeting line]*

I am interested in applying for the Resident Assistant position at the University of Connecticut.  
*[Tell us why you are applying.]*

*[This paragraph should highlight at least 2 skills and 1 experience from your resume which you feel relate to the job requirements and duties. The 6 items, below, are the RA hiring competencies from the position description]:*

- 1. Leadership and/or involvement experience.*
- 2. An understanding of the needs of, and interest in working with, resident students.*
- 3. An understanding of, sensitivity to, and willingness to live and work with a diverse student population.*
- 4. A desire to serve as a resource and provide assistance to students.*
- 5. Experience working one-on-one and with groups.*
- 6. A desire and ability to work as part of a highly functioning team.]*

*[This paragraph should close or conclude your cover letter, once again stating why you feel you should be considered for an interview, and ultimately, to be hired as an RA. **Do not include any contact information or other information which would identify you.**]*

**[Do not include a signature area.]**

When saving your document on your device, be sure to save it as **LASTNAME\_FIRSTNAME-RACoverLetter**.  
Your cover letter should upload to the application system as **LASTNAME\_FIRSTNAME-RACoverLetter**.