



Steps to Applying For Staff Positions

1. The Cover Letter (best practices)

Many positions at the University will require a cover letter. While this may seem like an added step, we can use this to our advantage. Some helpful items to consider when writing a cover letter would be:

Why do you want this position:

- What makes you passionate about this role? What challenges are you most looking forward to? How does this align with your next step in your career and your goals?

What makes you a fit for the position:

- What experiences do you have that align with this position? What makes you a good fit for this role? What do you plan to do while working in this position?

Why do you want to work for the University?

- Why do you want to work in higher education? Why the University of Michigan?

2. Resume best practices:

Using DATA to show impact.

- Demonstrate results with numbers and metrics. “Accomplished [X] as measured by [Y], by doing [Z].” Start with your accomplishment (don't forget to include an action verb before your achievement), add the qualitative evidence of your result (numbers and facts), and don't forget to add the skills you used to achieve.
- Include only relevant information.
- Focus your previous experiences in relation to the position you are applying for.
- Highlighting job experiences that make you a fit for the job you are applying for.

3. Monitor your email:

Actively check your email when looking for employment. You want to make sure you are responsive and being notified when you are contacted.

4. Take advantage of the interview Prep document

Take advantage of [interview prep](#), which is offered by the recruiter working on your job posting as well that is listed under applicant materials on how to structure your interview questions to stay structured and organized.



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- 5. Research the team, area of the college and the people you are interviewing with.**

This will help you gain a better understanding of what the role is, what they are looking for and how you can tailor your questions and answers accordingly.