

Guidance on the Statement of Interest or Cover Letter

for leadership positions at UC Berkeley

- The purpose of the statement of interest or cover letter is to help the search committee draw the connections to your resume/curriculum vitae and this role. The statement of interest makes your resume come to life and brings your voice through. This is an opportunity for the candidate to share what excites them about the position and their vision for the role.
- The search committee will review the statement of interest/cover letter and resume/curriculum vitae at the same time. There is no need to reiterate information in each document.
- The length of the statement of interest should be less than three pages.
- In the statement, we recommend addressing the following:
 - Why are you interested in this role?
 - What is your vision for the role and your goals if you were offered this position?
 - How have your background and leadership experiences prepared you for this role and to enact your vision?
 - How have you infused and promoted diversity, equity, inclusion, belonging, and justice into your work and your goals for this position? What examples can you share of ways you took action and led in these areas?

Note: this document will serve as a living document as the Office of the EVCP, the Office of the Vice Provost for the Faculty, partner offices and search committees provide input.