Cover Letter Rubric

In the composition of your cover letter, the College expects the following questions to answered and information to be communicated.

1) Your general background. Where are you from? What year of school? What faculty are you in? etc.
2) Why do you want to be an RLA?
3) What do you see the RLA role being? And what experiences make you think you can perform well in this position?
4) List the training and strengths you possess that would make you an effective RLA.
5) Since you would be an employee of the College, how would you aid in helping it achieve its mission? (Mission statements can be found online on our website or around the College).
6) Leave your email so we can contact you during the hiring process.

* The cover letters should only be one to two pages.