

Acknowledgement for this document is given to Blanche McHugh, Assistant Director/Area Coordinator, Lincoln/Douglas Area, Student Housing and Dining Services, Northern Illinois University.

Preparing Written Materials

Written Materials Resident Advisor candidates need to submit:

1. Application
2. Essay Questions
3. Two Letters of Recommendation
4. A Resume

Check all Written Materials for:

Spelling errors: Whether these are a result of inaccurate typing or truly misspelled words are not important. That you find these errors and correct them before submitting documents is. Remember, the spell checker on a computer will not save you – “there” and “their” are both acceptable words to a spell checker, but having them out of place will be readily apparent to the screening team reviewing your application. You may want to check your grammar as well. You should make sure you do not have any run-on sentences and your thoughts are complete.

Appropriate language: RA positions require staff to complete many written reports during the year. The materials submitted by an applicant are viewed as an indication of the quality of work that will be forthcoming from you as a staff member.

Prepare before beginning to write:

Review the departmental materials: Mission and Values, Eligibility and Expectations and the Job Description. This will help you know the type of skills and competencies that are important in the position.

When filling out the application and writing the essays consider:

Answer each question thoroughly and give examples, but try not to duplicate information.

Be aware of the things you are indicating on your application. During your interview, you may be asked to elaborate on your experiences.

Follow the directions carefully and report accurate information.

Please contact your listed references to ask permission to use them as a reference.

Have someone proofread your application to make sure it clearly represents your strengths and your interest in the position.