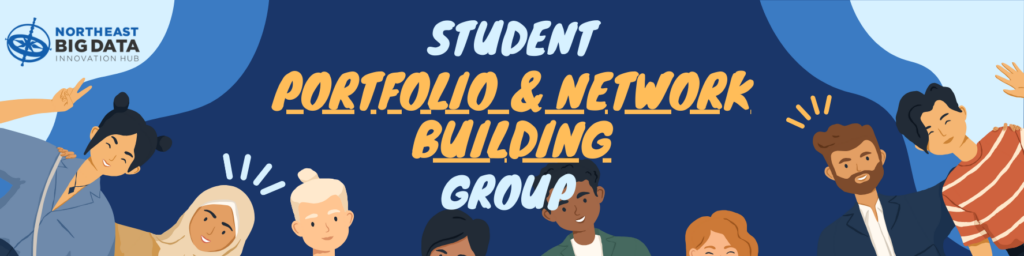
SAMPLE JOB DESCRIPTION AND COVER LETTER (5 minute exercise)

1. Take a few minutes to review the below example job description and cover letter.
2. Given insights we’ve discussed in the large group, work with your team to identify at least five changes that would make this communication more effective.
   1. Tip: Read the job description carefully. What skills would be most helpful for the candidate to have?
   2. Tip: Think back to the first half of the session when we discussed professional communications. What would make this cover letter more *effective* at communicating the candidate’s qualifications?
3. Be prepared to share your insights or suggestions with the large group.

**Lecturer - Mathematics | Columbia University**

The Department of Mathematics at Columbia University is seeking applications for a Lecturer with an appointment beginning in Spring 2025. The Lecturer will support the instruction of the Statistics 101 and Calculus 401 courses. Lecturers are expected to assist in curricular development and assessments for the department's courses, including the use of technology in supporting instruction, and to participate in appropriate departmental committees, student advisement, and adjunct staff supervision. Preference will be given to candidates who have teaching experience across a broad range of courses taught by the department.

**Minimum Qualifications**

Bachelor's degree in Mathematics and the ability to teach successfully

**Preferred Qualifications**

Advanced degree in Mathematics and two years of experience teaching college-level mathematics

**Application Instructions**

Applications must include the following documents:

(1) Cover letter outlining qualifications, teaching experience, and other related interests

(2) Curriculum Vitae / Resume

(3) Three letters of reference, including at least two addressing teaching qualifications

December 30, 2024

Department of Mathematics

Columbia University

Dear Hiring Manager:

I am writing to express my interest in the open Lecturer role in Columbia University’s Mathematics Department. I recently completed my B.A. in Mathematics at the University of London and would appreciate this opportunity to teach at the university level. I am confident that my research experience, strong writing ability, and analytical skills will allow me to thrive in this department.

While completing my degree, I worked as a freelance computer programmer for the Analytical Engine, Inc. In this role, I used a variety of databases to analyze outputs and theorize potential future roles within the Analytical Engine hierarchy. I am particularly interested in how systems like the Difference Engine may be implemented for diverse applications, including, for instance, musical algorithms. My experience with such educational technologies will be an asset to your office. I am eager to employ my research and writing skills in an academic environment and believe that my analytical background will support your educational aims in the Mathematics Department.

My research experience to date has allowed me to offer unique insights on mathematical theory to my colleagues. Earlier this year, I wrote a forthcoming publication on Von Reichenbach’s *Researches on Magnetism*, a project which honed my scientific communication skills. I am confident I can apply my research and communication skills to this role at Columbia University.

Thank you for your time and consideration.

With best regards,

Ada Lovelace

Ada Lovelace