

Application Instructions are created within PVL (Additional Application Procedures box) or CHRIS (How to Apply box) and are mapped over to TREMS. To make the application process easier for applicants, make sure the instructions are clear and accurately reflect what is being asked of the applicant. Below are examples of application instructions categorized by the application type.

**Application Category: General**

**Application: Resume and Cover Letter**

**Reference Form in Application: Yes**

**Applicant Instructions:**

- To begin the application process please click on the 'Apply Now' button. You will be asked to upload a current resume/CV and a cover letter briefly describing your qualifications relevant to the position. You will also be asked to provide contact information for three (3) references, including at least one current or former supervisor.
- In order to be considered for this position, applicants must upload a resume and cover letter. Your cover letter should specifically address the Required Qualifications listed in the Relevant Work Experience section.
- Please click on the "Apply Now" button to start the application process. To apply, you will be asked to submit a cover letter and resume highlighting your qualifications as they relate to this position, and three professional references. Please address the following information in your application materials:
  - Describe your experience assessing animal emergency care (triage) and performing triage in an emergency situation.
  - Indicate your level of experience assisting with or independently administering anesthesia in a laboratory or clinical setting, as well as any training you have obtained through formal education or on-the-job training.
  - Provide examples of your professional experience or training assisting a veterinarian with animal surgeries including the type of surgery and your role.

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**Application Category: General**

**Application: Resume and Cover Letter**

**Reference Form in Application: No**

**Applicant Instructions:**

- Please upload a current resume and cover letter describing your qualifications for this position. Your cover letter should address your qualifications as they pertain to this position including:
  - Describe your work experience (minimum of 5 years preferred) in a medical, research or educational setting.
  - Describe your previous experience in research and grant activities with knowledge of NIH and other federal and university regulations for the conduct of clinical research required.
  - Describe your grant writing and/or administrative experience (required). Provide specific examples and include the size and type of grant applications.

- To begin the application process please click on the 'Apply Now' button. You will be asked to upload a resume and a cover letter briefly describing your qualifications relevant to the position.

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**Application Category: General**

**Application: Resume, Cover Letter, List of References**

**Reference Form in Application: No**

**Applicant Instructions:**

- To begin the application process please click on the 'Apply Now' button. You will be asked to upload a resume, cover letter briefly describing your qualifications relevant to the position, and a document containing names and contact information for three references.

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**Application Category: General**

**Application: One Complete Upload**

**Reference Form in Application: No**

**Applicant Instructions:**

- To apply for this position, please click Apply Online and submit ONE document in pdf (preferred) or word format that contains the following information:
  1. A letter of interest which highlights work experience in higher education that includes application review, counseling students and parents, recruiting transfer, domestic, multicultural and international students,
  2. a resume, and
  3. contact information for three references.

Failure to submit complete application materials will result in ineligibility for this position. Review of candidate applications will begin immediately.

- Candidates should submit a letter of interest, resume, the names and contact information for three professional references in one pdf document. At least one of the references should be a faculty or instructor with whom or for whom the candidate created instructional content.

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**Application Category: Faculty**

**Application: CV and Statement of Interest**

**Reference Form in Application: No**

**Applicant Instructions:**

- Please upload a CV/resume and cover letter referring to the Position Vacancy Listing number. At a future date you may be asked to provide at least three letters of reference.

**Application Category: Faculty**

**Application: CV, Statement of Interest**

**Reference Form in Application: Yes**

**Recruitment Process: Faculty with Automated Reference Letter Process**

**Applicant Instructions:**

- Please include a CV and a 2-3 page research statement describing current and future directions and a brief description of teaching philosophy in the statement of interest document upload. Within the application you will be asked to provide three individuals who can provide letters of recommendation.
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**Application Category: Faculty**

**Application: CV, Statement of Interest, 2 others**

**Reference Form in Application: Yes**

**Applicant Instructions:**

- Applications should include the following uploaded documents:
    - 1) Letter of application;
    - 2) Curriculum Vitae;
    - 3) Two samples of scholarly writing in each of the additional upload categories.In addition, you will be asked to provide the names and contact information of three references (letters will be solicited for finalists) within the application process.
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**Application Category: Faculty**

**Application: CV, Statement of Interest, other**

**Reference Form in Application: Yes**

**Recruitment Process: Faculty with Automated Reference Letter Process**

**Applicant Instructions:**

- Applicants should submit a cover letter/statement of interest, CV, and one document that contains statements of research, Extension/outreach, and teaching. Additionally, contact information for three references should be provided as they will be asked for letters of recommendation upon application submission.
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**Application Category: General**

**Application: Cover Letter, Work History**

**Reference Form in Application: Yes**

**Applicant Instructions:**

- To apply online, applicants must submit a cover letter and complete a work history form within the online application system. Within the cover letter, please highlight your previous experiences relative to the position description, including live-in, student supervision, and housing or residence life experience. Applicants will also be asked to identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. At least two of the three references must be either your current or most recent supervisors.