- **What is a Letter of Application?** A letter of application, also known as a cover letter, is the first document a potential employer will see, so it is important to make a good first impression. It is used to introduce yourself, explain what position you are applying for, and explain why you are the best candidate for the job. *TIP:* Be sure to clearly state the position you are applying for. For more information see: http://owl.english.purdue.edu/owl/resource/549/01/

- **Do I need to submit a new application for each position?** Yes. Once a position has been filled the applications may no longer be readily available to forward to a new screening committee. *We suggest saving an electronic copy and hard copy of your letter of application, resume, references, and additional application materials so that they may be easily accessed and submitted at a later time.*

- **Do I need to request official transcripts from my college to send in with my application?** No. Unofficial copies of transcripts are perfectly acceptable when applying for a position unless otherwise stated in the job description. These copies can be submitted electronically or by fax. Official transcripts are required once you have been hired by ECU. *Note: When sending in transcripts separate from an application be sure to inform our office of any name changes i.e. maiden names, full names, etc.*

- **Do I have to complete the Affirmative Action form and Disclosure Statement?** The Affirmative Action form is voluntary. Information on this sheet will not be shared with screening committees or anyone outside of the Employment Services office. However, the Disclosure Statement is required to complete an application. This sheet authorizes the screening committee to contact the references provided*. We suggest saving an electronic copy and a hard copy of the Disclosure Statement. We also suggest submitting this form with every application.*

- **Can I sign the Disclosure Statement by typing in my name?** No. The Disclosure Statement cannot be signed electronically. After signing the form it can be returned by scanning and attaching it to an email, by fax, or by the postal service.