

## WRITING DIVERSITY STATEMENTS FOR JOB APPLICATIONS

### DEMONSTRATE YOUR COMMITMENT

In order to ensure success in today's globally competitive society, a statement of diversity and inclusion often strengthens one's job application. A diversity statement can take the form of a simple statement at the top of one's resume, a short letter as an additional material to applications, or a paragraph featured in the cover letter. An effective statement of diversity analyzes how diversity is present in one's life and explicitly states the how it will benefit performance in the workplace.

#### Points you may include when drafting your statement:

- A past experience that has shaped your understanding of diversity; or how you have sought learning opportunities to engage different cultures or ideologies.
- Specific examples of how you have incorporated elements of diversity in to your work, research, or service.
- Plans for how you will apply elements of diversity and inclusion to your work at that organization.

**NOTE:** *It is not enough to just state that you are from a diverse background. It is also necessary to articulate how that part of your identity has shaped your past work or will impact your future work, research, or service.*

#### SAMPLE STATEMENTS

***These are generic examples. Your statement should provide specific details from your actual experience.***

##### To be included in a cover letter or resume header:

*In my past positions I have worked with diverse populations and encouraged the success of a cross-cultural environment. An example of my promotion of an inclusionary environment is...*

*It is important to note that diversity in the workplace is less where someone is born or what their religion is, and more how a group of very different people learn, teach, and communicate with one another. My role as a manager at XYZ has taught me... Diversity in the workplace should be openly discussed and celebrated as it is refreshing to see the world from a new viewpoint.*

##### To be included in outside documentation:

*As an applicant with an international background, I am personally able to identify with the challenges faced by members of a diverse population. My own experiences have given me the opportunity to appreciate the necessity for diversity in the workplace. It is my hope that because of my background I will be able to bring fresh experiences and viewpoints while simultaneously promoting the inclusion of those different from mine.*