

In order to ensure success in today's globally competitive society, a statement of diversity and inclusion can strengthen 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 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...*

### To Be Included in Outside Documents:

*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.*