

FAQs

How do I submit a cover letter with my resume?

In order to submit a cover letter online, you **MUST** combine the cover letter and resume into one document. Our online program allows only for one download.

Must I provide a cover letter?

No. However, a cover letter is the best way to provide additional information that may not be included in your resume. A good cover letter highlights your qualifications and strengths as they relate to the requirements of the position.

Is it possible to be considered for all positions that I may be qualified for now and in the future?

When we receive your application, it will only be considered for the position(s) indicated. In order to be considered for multiple openings, you will need to complete a separate on-line application for each opportunity you are interested in applying to. Online Applications are only considered for current openings. We do not keep resumes on hand for any future open positions.

I applied for a position a few weeks ago and want to know the status.

Please be assured that we make every effort to contact you in a timely manner throughout the hiring process. However, the hiring process can be lengthy. If you would like to make an inquiry as to the status of your application, you can email Human Resources at Jobopportunities@monroecmha.org. Please make sure that you reference the job title that you are inquiring about.

Will I be required to fill out a paper application?

The only time that you will be required to fill out a paper application is if you are called in for an interview. If you are selected for an interview an email detailing the date/time of your interview, along with a map and application will be sent to you. You will need to fill out the application and bring it with you to your interview.

I am unable to attach my cover letter and resume to my on-line application. What do I do now? You may send, as an attachment, your cover letter and resume to jobopportunities@monroecmha.org. The Human Resources Department will take your cover letter and resume and attach it to your on-line application.

How will I be notified if I am selected for an interview?

Human Resources will contact you at the phone number(s) provided. It is important that you include a primary contact number where we can reach you in your resume and on the online application form. Due to the fact that we often receive a large number of applications for openings we are not always able to notify those applicants who have not been selected for an interview.