

Village Manager 1, 2 & 3

Video Cover Letter Guidelines

Lake Odessa village officials believe that candidates for the Village Manager 1, 2 and 3 positions can introduce themselves better through a video cover letter than the typical written letter. The use of this format is consistent with the non-traditional approach the Village has chosen to identify and prepare the next Village Manager. It also highlights the importance attached to the communication skills necessary for success in the position.

Candidates are expected to adhere to the following guidelines in preparing their video cover letters:

- Become familiar with best practices for video cover letters. Helpful articles on video cover letters are available online.
- Record a video cover letter that is no longer than five minutes duration.
- Be authentic. Village officials want to see the real you.
- Focus on content rather than on production quality.
- Upload the video cover letter to YouTube, Vimeo or a similar site.
- Add a link to the video to your resume and transmittal letter/email. Do not send the video itself.