

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Sample Letter / Acknowledging Applicant
Confidential

Dear

Thank you for your interest in Iowa State University and our College of

We are pleased to have the opportunity to consider you for the position of

Enclosed is a form used by our Affirmative Action Office to monitor searches within the university. We would appreciate your completing this form and returning it directly to that office. Although completion of the form is entirely voluntary and whether or not you return the form will have no bearing on your candidacy, we would appreciate your cooperation in our monitoring process.

We will begin reviewing applications on, and you can expect to hear again from me by

We will contact you before calling any of your references, and we expect to ask those candidates who subsequently remain under serious consideration to allow us to contact additional persons familiar with their work.

I will try to keep you informed of the progress of the search as it evolves. If you have any questions about the search, the university, the college, or the community, please feel free to contact me. My office phone number is, my e-mail address is, and the fax number through which you can reach me is

We appreciate your interest in Iowa State University and its College of, and we look forward to reviewing your application.

Sincerely,
Chair, Search Committee