

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Sample Letter / Nomination
Confidential

Dear

Iowa State University is currently conducting a search for You have been suggested to us as someone whom we should seriously consider for the position, and we hope you will agree to be a candidate.

Enclosed is a description of the position as well as information about Iowa State University and I hope you will read them carefully and give our request serious consideration.

The search committee includes faculty members, professional staff, graduate and undergraduate students, alumni and We plan to begin reviewing applications, as we hope to invite candidates to the campus for interviews

We recognize that many of the people whom we would like to have in our pool are not actively seeking positions. Thus, we will protect the confidentiality of candidates through the early stages of the search. We will seek your permission before we contact any references and before we make the names of the finalists public.

I very much hope that you will be interested in this position, and that you will allow us to consider you as a candidate. I hope to receive a response from you in the near future indicating your interest and including your curriculum vitae and a list of the names and phone numbers of five references. If you have any questions about the university, the college, the position, or the process, please feel free to contact me directly at Material can be faxed to me at, and my e-mail address is

Sincerely,
Chair, Search Committee