

Sample letter: Acknowledgment to Job Seeker Responding to **Full-Time** Faculty Ad

Date

Job Seeker's Name
Address
City, State, Zip Code

Dear <<Job Seeker's Title and Name>>:

Thank you for your expression of interest in the position of <<name of position>>
in the <<department name.>>

Enclosed is an EEO survey card for you to voluntarily provide your race and ethnicity. This information will go directly to our Equity and Diversity Office; the information is treated confidentially and is never used in making an employment decision.

The evaluation process will begin immediately after the <<date>> deadline. A preliminary screening will be completed by approximately <<date>> and you will be informed of your status when this process is completed.

Again, thank you for your interest in The University of Scranton.

Sincerely,

<<Chair of the Search Committee>>