

ACADEMIC ADMINISTRATOR

LETTER OF ACKNOWLEDGEMENT OF APPLICATION OR MISSING INFORMATION

Sample

<p>■ variable information</p>	<p>Date</p> <p>Name Title Address City, State, Zip</p> <p>Dear:</p> <p>Thank you for your interest in the position of Dean of the College of Nursing at Arizona State University. Your application has been forwarded to the search committee for review unless one of the items below has been checked. If an item has been checked, please submit the missing information:</p> <p><input type="checkbox"/> Letter of interest highlighting important qualifications <input type="checkbox"/> Curriculum vitae</p> <p>References will be requested from applicants who make a "short list" of candidates. The names of selected applicants will be announced after those candidates have accepted the invitation to visit campus for an interview.</p> <p>If you would like more information and/or have questions about the search process, please call me at 480-965-0000. On behalf of the Search Committee, I want to express our appreciation for your interest in ASU.</p> <p>Sincerely,</p> <p>Name College of Nursing Dean Search Committee Title</p>
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