

FACULTY

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 Assistant/Associate/Full Professor in nanoscale materials in the Ira A. Fulton School of Engineering 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 to assure review of your application:</p> <p><input type="checkbox"/> Letter of application <input type="checkbox"/> Resume with publication list <input type="checkbox"/> Name and contact information of three references</p> <p>Names of applicants selected for interview will be announced after 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 this faculty position at ASU.</p> <p>Sincerely,</p> <p>Name Nanoscale Materials/Mechanical Engineering Search Committee Title</p>
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