

# FACULTY NOTICE OF NOMINATION LETTER

## Sample

■ variable information	
	<p><b>Date</b></p> <p><b>Name</b> <b>Title</b> <b>Address</b> <b>City, State, Zip</b></p> <p>Dear:</p> <p>You have been nominated for the position of <b>Assistant/Associate/Full Professor in the Ira A. Fulton School of Engineering</b> at Arizona State University. I am writing to encourage you to think about applying for this position and would welcome an opportunity to discuss the position with you.</p> <p>A copy of the advertisement for the position is enclosed. At this time, we are asking applicants to submit a letter of application, resume with publication list, and names and contact information of three references.</p> <p>Please call me at <b>480-965-0000</b> if you would like to discuss the position or search process. I look forward to receiving your letter of interest.</p> <p>Sincerely,</p> <p><b>Name</b> <b>Nanoscale Materials/Mechanical Engineering</b> Search Committee <b>Title</b></p> <p><i>Enclosure</i></p>