

**Sample Letter
For
Receipt of Application and Resume**

Date

Inside Address

Dear _____:

Thank you for your recent letter expressing interest in the position of _____ in the Department of _____ at Shippensburg University.

The search committee will be reviewing applications and resumes and making decisions concerning this position after the filing deadline date. Should you be selected for further consideration, I will contact you requesting additional supportive data and/or letters of reference. You will be informed of the status of your application as soon as possible.

A pre-employment inquiry form is enclosed. Please complete this form and return it to the Office of Social Equity, Box 2, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257.

Sincerely,

Search Committee Chairperson

Enclosure