FACULTY LETTER OF ACKNOWLEDGEMENT OF APPLICATION OR MISSING INFORMATION

Sample

variable information

Date

Name Title Address City, State, Zip

Dear:

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:

____ Letter of application

____ Resume with publication list

Name and contact information of three references

Names of applicants selected for interview will be announced after candidates have accepted the invitation to visit campus for an interview.

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.

Sincerely,

Name Nanoscale Materials/Mechanical Engineering Search Committee Title