

<<Date>>

<<Job Seeker's Name>>

<<Address>>

<<City>>, <<State>>, <<Zip Code>>

Dear <<Job Seeker's Title and Name>>:

positions are as follows:

Begin Date: _____ **End Date:** _____
Title of Course: _____
Number of Credits: _____
Days/hours of course: (note if the time is flexible) _____
Level of Education: _____

Required: _____ **Preferred:** _____

Level of Experience:

(e.g., number of years taught at college level)
(e.g., number of years taught at college level)

Required: _____ **Preferred:** _____

Enclosed is an EEO survey card for you to voluntarily provide your race and ethnicity. This information will be used by the Department of Diversity and Inclusion. This information is treated confidentially and is never used in making an employment decision.

<<Name of Chair>>