

Date

Name

Address

Dear:

Thank you very much for your application for the position of in the University of New Mexico's Department of _____.

The Search Committee will begin evaluation of applications on _____, and hopes to conduct the evaluation process expeditiously. We will keep you informed of our progress in this hiring process; if, however, you have specific questions in the meantime, we will be happy to answer them.

In order to ensure accurate record keeping, we would appreciate your completion of the enclosed Voluntary Equal Opportunity Information Survey (VEOIS) form. Please return the completed form to the University of New Mexico Office of Equal Opportunity.

Finally, let me thank you, personally and on behalf of my colleagues, for your interest in The University of New Mexico.

Sincerely,

Chairperson, Search Committee

Enclosure