

<<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 to monitor the Department's diversity information is treated confidentially and is never used in making an employment decision.

<<Name of Chair>>