

SAMPLE ACKNOWLEDGMENT LETTER

June 4, 2001

«Name»
«Address1»
«City», «State» «PostalCode»

Dear «Greeting»:

We are pleased to receive your letter indicating your interest in the position of (Position). All applicants will be carefully considered and reviewed by the Search Committee, and the review will continue until a candidate is selected. Finalists will be contacted for campus interviews following the completion of the Search Committee's review.

Enclosed with this letter is a pre-stamped Equal Employment/Affirmative Action Applicant Tracking form. Equal Employment/Affirmative Action regulations require us to take affirmative action in the employment process. Completion of this form is strictly voluntary and is used only for the purpose of monitoring the success of our recruitment efforts.

Again, we appreciate your interest in considering employment with The University of Tulsa. If we can be of further assistance or if you have any questions regarding this position, please feel free to contact our office at your earliest convenience at (918) 631-0000.

Sincerely,

Joe Smith
Employment Assistant

Enclosure: EE/AA Tracking Form