

**Letter #1 – TO IDENTIFY PROSPECTIVE FACULTY CANDIDATES**

(Letterhead)

Date

Name and Address

Dear \_\_\_\_\_:

I am writing to inform you about the open position of \_\_\_\_\_ at Wesleyan University. A complete job description is attached for your reference. Wesleyan is committed to creating a diverse and talented faculty and, as part of its commitment to affirmative action and equal opportunity, strongly encourages the application of women and minorities.

If you know of anyone who may be an appropriate candidate for this position, please share the job description with him/her and request that the person send a cover letter and *vita* to the following address:

(Search Committee Chair)

(Address)

Sincerely,

(your name)

**LETTER #2 – TO SEND TO PROSPECTIVE FACULTY CANDIDATES**

(Letterhead)

Date

Name and Address

Dear \_\_\_\_\_:

I am writing to inform you about the open position of \_\_\_\_\_ at Wesleyan University. A complete job description is attached for your reference. Wesleyan is committed to creating a diverse and talented faculty and, as part of its commitment to affirmative action and equal opportunity, strongly encourages the application of women and minorities.

If you are interested in applying for this position, please send a cover letter and *vita* to the following address:

(Search Committee Chair)

(Address)

Sincerely,

(your name)