

*Use Academic Unit Letterhead*

## **Letter of Acknowledgement: Applicants**

*Send to all applicants upon receipt of application materials.*

***Date***

***Name***

***Address***

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

On behalf of the *[Academic Unit]* in the *[College of \_\_\_\_\_]* at Bowling Green State University, I am pleased to acknowledge your application for the position of *[rank/title if applicable]*. We thank you for your interest in Bowling Green State University and this position.

Enclosed are a complete position description and some facts about our program, the College and the University, which I hope you will find of interest. For further information, you may want to visit the University's web site at: [www.bgsu.edu](http://www.bgsu.edu). The College web site is located at *[insert college web address]*.

Bowling Green State University is a member of the Ohio/Western Pennsylvania/West Virginia Higher Education Recruitment Consortium (OH-Western-PA-WV HERC). If you have a partner or spouse also looking for employment, please check the resources at <http://www.hercjobs.org/oh-western-pa-wv/>.

If you have questions at any time about the progress of the search or the status of your application, please feel free to call.

Sincerely,

***Academic Unit Chair/Director***

***Enclosures***