

To Identify prospective staff candidates

Date

Addressee

Title

Institution

Address

City, State, and Zip Code

Dear :

As the (title of person sending the letter) I am committed to intensifying our efforts to recruit more members of minority groups and women for professional positions in my area. I am writing to you today in the hopes of initiating an ongoing, mutually beneficial relationship. I want especially to inform you about (the position) and to ask for your assistance in identifying minority candidates in particular. You may have on your staff or know of people at other institutions who are prepared for their next career step even if they are not currently on the job market. I hope you will encourage them to consider Wesleyan University. I also hope that you will welcome this letter and additional notifications of positions at Wesleyan University.

I am pleased to announce that we are currently recruiting for a (title of position).  
Enclosed is a copy of the job description.

Thank you for taking the time to review these materials. If you would like to talk about Wesleyan University and this position, please call (name and title).

Closing