**SAMPLE LETTER OF ACKNOWLEDGMENT**

(Package Complete)

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your application materials for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Req#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at New Mexico State University have been received (including letter of interest, vitae, names/addresses of three references and transcripts).

NMSU has an Affirmative Action program which requires that we provide you with the opportunity to self disclose by completing the Voluntary *Applicant Flow Record form available at* [*http://www.nmsu.edu/~hr/flow/index.php*](http://www.nmsu.edu/~hr/flow/index.php) . Listed below, is pertinent information you will need to submit the form:

**Hiring Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required field)**

Please note that by law NMSU is required to provide the form to you; however, the completion of the form is voluntary on your part and will not influence the Search Committee's review of your qualifications. This form is submitted directly to NMSU HR Services and the department will not have access to information on this form.

The Search Committee will commence review of the applications over the next few weeks. The projected screening of applications is expected to commence on \_\_\_\_\_\_\_\_\_\_\_\_ , and we anticipate completing the selection process by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ".

Thank you for your interest in New Mexico State University.

Sincerely,

(signed by Search Committee Chairperson)

Enclosure: <http://www.nmsu.edu/~hr/flow/index.php>  
Position Announcement

**SECOND SAMPLE LETTER OF ACKNOWLEDGMENT**

(Package Incomplete)

Name

Address

City, State, Zip

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

This is to acknowledge receipt of your cover letter and vitae for the position of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Req# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at New Mexico State University. In order to complete your package, the following information is needed by (date) :

* Letter of interest, including personal philosophy;
* Vitae
* Transcripts;
* Names, addresses, telephone numbers of three references.

NMSU has an Affirmative Action program which requires that we provide you with the opportunity to self disclose by completing the Voluntary *Applicant Flow Record form available at* [*http://www.nmsu.edu/~hr/flow/index.php*](http://www.nmsu.edu/~hr/flow/index.php) . Listed below, is pertinent information you will need to submit the form:

**Hiring Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required field)**

Please note that by law NMSU is required to provide the form to you; however, the completion of the form is voluntary on your part and will not influence the Search Committee's review of your qualifications. This form is submitted directly to NMSU HR Services and the department will not have access to information on this form.

The Search Committee will commence review of the applications over the next few weeks. The projected screening of applications is expected to commence on \_\_\_\_\_\_\_\_\_\_\_\_ , and we anticipate completing the selection process by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ".

Thank you for your interest in New Mexico State University.

Sincerely,

(signed by Search Committee Chairperson)

Enclosure: <http://www.nmsu.edu/~hr/flow/index.php>  
Position Announcement

(Package Incomplete)

Name

Address

City, State, Zip

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

This is to acknowledge receipt of your cover letter and vitae for the position of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Req# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at New Mexico State University. In order to complete your package, the following information is needed by (date) :

b. Letter of interest, including personal philosophy;

c. Transcripts;

d. Names, addresses, telephone numbers of three references.

The university has an Affirmative Action program which requires that we forward the enclosedApplicant Flow Record form with a request that you complete and return to the NMSU Human Resource Office at the address listed on the form. Please note that the employer is required to provide the form to you; however, the return is voluntary on your part and will not influence the Search Committee's review of your qualifications.

The projected screening of applications is expected to commence on and we expect

to complete the selection process by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your interest in New Mexico State University.

Sincerely,

(signed by Search Committee Chairperson)

Enclosure: Applicant Flow Record\_

Position Announcement