

COLLEGE OF …..

118 College Drive #5002 | Hattiesburg, MS 39406-0001

Phone: 601.266.xxxx | Fax: 601.266.xxxx | e-mail@usm.edu | www.usm.edu

September 1, 2013

Candidate Name & Address:

Dear Dr. [If ABD, please use Mr. or Ms.],

Thank you for your interest in The University of Southern Mississippi position #11111 in [field]. This letter is to acknowledge receipt of your application materials, as indicated below. The Search Committee will begin review of applications on [date]. We will keep you apprised of this process.

Please send any missing items prior to the review date. The following documents have been received:

 Letter of Application

 Curriculum Vitae

 Contact information for five (5) professional references

 Transcripts (Unofficial)

 ABD only: Letter from Major Professor verifying degree requirements

will be met by [date]

 Your application is complete. Date:

If you have any questions regarding your application materials or the position(s) for which you are applying, please do not hesitate to contact Name, title or, **email**, 601-555-1234**,** or me.

Sincerely,

Chair of the Search Committee

xxxx@usm.edu

601-555-1234

cc: