



Sample Acknowledgement Letter

Date:

[Name of applicant]
[Street Address]
[City, State, Zip Code]

Dear [Mr./Ms.]:

This letter will acknowledge receipt of your application for a position with The City College of the City University of New York.

In an effort to enhance our affirmative action efforts, The City College collects data on applicant gender, ethnicity, and veteran status, as well as applicant referral information. Please complete the enclosed Applicant Pool Survey Form, which will be returned directly to the Affirmative Action Office and used for affirmative action purposes only. Your decision whether to participate in the voluntary self-identification process will not adversely affect your application or employment status.

The City College provides reasonable accommodations for persons with disabilities you need information, please contact the Office of Disability Services at 212-650-5913.

Your application will be given careful consideration and you will be informed of the decision concerning your candidacy as expeditiously as possible. Thank you for your interest in The City College.

Sincerely,

[Name of Chairperson]

enclosure