



U.Va. CHARGE

an NSF ADVANCE Program

Discovery. Innovation. Diversity

## Sample Letter for a late CV/Resume

Date:

[Insert Name of Applicant]

[Insert Street Address]

[Insert City, State, Zip Code]

Dear [Mr./Ms.]

This will acknowledge receipt of your resume for the position of [title of position]. Unfortunately it could not be considered as part of the applicant pool. In accordance with University policy, applications cannot be included in the applicant pool once the personnel vacancy notice expires or if postmarked after the personnel vacancy notice's deadline date.

We appreciate your interest in the City College. Please watch our website at [www.ccnycuny.edu/positions](http://www.ccnycuny.edu/positions) for future vacancy announcements.

[Insert name of Chairperson]

Chairperson, Search Committee

From: City College of New York