

Sample “invite you to apply” wording

Dear _____,

Ball State University’s Department of () is conducting a search for a hire in (). Your name was forwarded to me as a potential candidate for this position, and I am writing to encourage you to apply. I have attached the link to the job posting for your reference. Please let me know if you have any questions.

We hope you will also explore all that Ball State University and the Muncie Community has to offer.

<https://www.bsu.edu/about/administrativeoffices/humanresources/jobs/working-at-ball-state>

<http://muncie.com/Muncie-Living.aspx>

Sincerely,
Search Committee Chair

Or general invitation

Dear _____,

Ball State University’s Department of () is conducting a search for a hire in () and I am hoping you can help us spread the word. I have attached the link to the job posting for your reference ().

Please let me know if you have any questions.

We hope you will also explore all that Ball State University and the Muncie Community has to offer.

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Sincerely,
Search Committee Chair