

November 5, 2014

The Graduate School of Arts and Sciences, Johns Hopkins University

Dear Mr. [Name]:

Thank you for your letter of [Date].

I am pleased to hear that

you are interested in applying for the [Position] position.

I have reviewed your resume and would like to discuss your qualifications.

I would like to schedule an interview with you.

The interview will be held on [Date] at [Time].

Please bring a copy of your resume and three references.

I will contact you again regarding the interview.

Thank you for your interest in the [Position] position.

Sincerely,  
[Name]

Johns Hopkins University

Department of [Department]

[Address]

[Address]

[Address]

[Address]

[Address]

[Address]

November 5, 2014

Advisory Committee of the Faculty Senate of the Graduate School approved the following:

The Graduate Academic and

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