

University of Nebraska-Lincoln: Acknowledgment Letter
(Printed on Departmental Letterhead)

Inside Address

Salutation:

This letter is to acknowledge receipt of your resume/application for the position of ____ within the department of ____.

The University of Nebraska-Lincoln is required by federal law to maintain appropriate records as part of its Affirmative Action Program. Therefore, we are requesting your cooperation in completing and returning the enclosed postcard to assist us in meeting this requirement.

The information you provide is voluntary. It will be treated in a confidential manner and will be used only in accordance with affirmative action objectives. Failure to provide the information requested will not subject you to any adverse consideration for the position.

Thank you for your cooperation and interest in the University of Nebraska-Lincoln. You will be notified at a later date of the status of your application.

Sincerely,

(Department Head or Hiring Official)

Enclosure: Affirmative Action Postcard