**Sample InvITATion to apply Letter**

date

(enter address here)

Re: Invitation to Apply: **Position XYZ**

Dear \_\_\_\_

The Heller School for Social Policy and Management at Brandeis University is seeking a **position xyz**. I am chairing the Search committee, which includes **list names of search committee members here.** On behalf of the search committee, I would like to invite you to consider applying for this position.

I am attaching a position description. We are seeking an (**inter) national** leader and scholar with **qualities ab &c** to fill this important position. As **position title**, the individual will assume a key leadership role within the Heller school, and the broader field of **xxx**

A member of the search committee will be contacting you in the next two weeks to discuss the position and answer your questions about the Heller School and Brandeis University. Please also feel free to contact me directly with any questions.

We appreciate your consideration of this opportunity, and welcome your interest.

Sincerely,

**Search Chair’s Name**

**Title Here**