

## Attachment B: Sample Candidate Letter

Dear \_\_\_\_\_ :

I write to bring to your attention a faculty opening in your field at St. Mary's College of Maryland. A brief description of the position is enclosed.

St. Mary's College of Maryland, a state-supported Carnegie Baccalaureate Liberal Arts institution, located 70 miles southeast of Washington, D.C. in St. Mary's City, is Maryland's designated public honors college for the liberal arts. With highly selective admissions policies, academically talented students, and a rigorous curriculum, we have been labeled a "public ivy." St. Mary's faculty benefit from a comprehensive program of support for scholarship, research, travel, curriculum development, and sabbaticals for pre-tenure and tenured faculty. The quality of life is enhanced by the recreational opportunities of the Chesapeake region and proximity to Washington, D.C. and Baltimore. I have enclosed some material describing the College.

On behalf of the search committee, I write to invite you to consider applying for this position. If you would like additional information before making a decision, please feel free to call or write to me. Please note that we will begin considering applications by (date).

We look forward to considering your application for this position.

Sincerely,

Department Chair

Enclosures