

Sample Response Letter to Unsolicited Inquiries for Employment

(date)

Dear _____:

Thank you for your letter expressing interest in employment with the University of California, Davis. In order for you to be considered formally for an academic position at this institution, you must submit an application for an advertised position to the appropriate college, school, or department. When departments have position openings, they are advertised in appropriate professional journals and in the department. I suggest that you watch the journals in your field for position advertisements. When positions do become available on this campus, it will be necessary for you to initiate an application for each position.

Sincerely,

(name)
(title)