

April 8, 1997

Dear

Thank you for your interest in our English faculty position opening here at Ricks College. I appreciate the opportunity to review your application.

The initial screening process has now been completed, and I regret that you will not be among those coming to interview.

Please be aware that we will keep your application materials in our active file for three years for consideration in any future openings. Please feel free to send further updates.

Take care,

Rodney D. Keller
English Department Chair