



(Department letterhead)

Dear Colleague:

I am writing to request your assistance in the recruitment of a **(name of position)** at **(hospital name)**. The **(hospital)** is one of the affiliated teaching institutions of The Warren Alpert Medical School of Brown University. The successful candidate must qualify for a full-time medical faculty position at the rank of **(faculty rank)** in the Department of **(department name)** at The Warren Alpert Medical School of Brown University. Minimum requirements include: board eligibility or certification in _____, strong clinical background in _____, excellence in patient care and teaching, and a commitment to scholarly participation in the _____ research programs of The Warren Alpert Medical School. **Experience in _____** is highly desirable. It is preferred that the candidate's research **experience focus on _____** or a closely related field. I would appreciate your help in making this vacancy known to any qualified and available individuals.

The **(hospital name)** is an EEO/AA employer and encourages applications from minorities, and women. Review of applications will begin immediately and will continue until the position is filled or the search is closed. Please apply online at **(Interfolio Link)** *(The link will be created once you have added the search to Interfolio.)*

Sincerely yours,

Name
Search Chair
Address

Note:

- *The Advertisement, FPA, Job Description and Recruitment Letter must all have the same exact wording for required and preferred qualifications.*
- *Include any mailing lists of groups that will be notified of the vacancy.*
- *More descriptive information can be added as long as required and preferred criteria remain unchanged.*