

INVITE-TO-INTERVIEW EMAIL SAMPLE

From: Graham, Sonjia

Sent: Friday, July 6, 2018 1:18 PM

To: Interviewee's Name <Interviewee's Email>

Subject: #25-18 Douglas Extension Assistant Director | Invite-to-Interview [Interviewee's Name]

Greetings,

Thank you for your interest in working for Colorado State University Extension in Douglas County as the Assistant Director. Please review CSU's Principles of Community which guide our interactions with each other, our communities, and those we serve. If you have any questions, don't hesitate to reach out. Other documents include the vacancy announcement for this position, our reimbursement form for travel expenses incurred, and your invite-to-interview letter. Review your invitation carefully and let me know if you see any discrepancies.

One item we did not discuss is technology needs for your presentation...technology will be set-up at both locales. If you plan to use a PowerPoint, please e-mail it to me by 1:00 p.m. on July 13 and bring it on flash drive as back-up. If you have other audiovisual presentation needs, call or email me to discuss. If you have any other questions, please don't hesitate to reach out. I look forward to seeing you on July 16.

Wishing you well,

Sonjia

Sonjia R. Graham

Pronouns: *she, her, & hers*

Front Range Program Assistant

Colorado State University Extension

4040 Campus Delivery | Fort Collins | Colorado | 80523-4040

t. 970.491.2806 | <http://extension.colostate.edu>



COLORADO STATE UNIVERSITY
EXTENSION