



MISSISSIPPI STATE UNIVERSITY™

OFFICE OF INSTITUTIONAL DIVERSITY AND INCLUSION

Mississippi State University – Recruitment Email for Faculty Postings

Email Title: Mississippi State University – (Insert Job Title)

Greetings!

I am writing to let you know that **Mississippi State University's Department of _____** is seeking applications for a _____.

Use this paragraph to share the department's mission and information about your specific division.

At Mississippi State, classroom teaching and learning are combined with endless experiences for students to apply their knowledge in meaningful ways. With more than 175 programs leading to a baccalaureate, master's or doctoral degree, MSU is preparing its students for bright, productive futures where academics are combined with tools for tackling today's tough issues and making a difference in society. We are seeking a colleague who can respond to and build on these interests in collaboration with the other faculty in the program. The university's diverse, award-winning faculty bring out the best in these students who are enrolled in the eight academic colleges that include Agriculture and Life Sciences; Architecture, Art and Design; Arts and Sciences; Business; Education; Bagley Engineering; Forest Resources; and Veterinary Medicine.

For more details about the position and to apply, please visit jobs.msstate.edu. Job No: _____

Feel free to contact me or _____, committee chair, at **insert email address of committee chair** for more information or to make recommendations.

Many thanks,

This Draft can be used for recruitment but is not a final option. Feel free to edit as needed.



MISSISSIPPI STATE UNIVERSITY™

OFFICE OF INSTITUTIONAL DIVERSITY AND INCLUSION

Mississippi State University – Email to Academic Colleagues

Email Title: Mississippi State University – (Insert Job Title)

Dear _____,

I'm aware of your recent work related to X and thus want to direct your attention to the open position at Mississippi State University within the Department of _____. I encourage you to consider applying for the job (announcement attached) and I'm happy to answer any questions, if that would be helpful.

Use this paragraph to share the department's mission and information about your specific division.

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Feel free to contact me or _____, committee chair, at **insert email address of committee chair** for more information.

Kind regards,

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