



Sample Letter of Support

A letter of support may be written on your behalf for Professional and Scientific (P&S) and faculty positions internal to The University of Iowa ONLY. You need to let DCN staff know if you want these written. The purpose of these letters is to inform the hiring department that you are the spouse/partner of a new faculty or staff person and remind them that the University supports assisting dual career couples in securing suitable employment. These letters are not intended to circumvent normal hiring procedures or override decisions made on a departmental basis.

December 16, 2007

Jane Smith
Internal Medicine
230 SE
University of Iowa Hospitals and Clinics

Dear Jane and members of the search committee,

This letter is to inform you that Lena Davis, one of your candidates for the Project Assistant position #55555, is working with The University of Iowa's Dual Career Network (DCN).

You will note upon reading Lena's resume that she has extensive experience in payroll, cost analysis, contract administration and statistical analysis. Her experience not only parallels what you are looking for, but she has also been responsible for sizable cost reductions in the departments where she worked. I hope you find Lena to be a viable candidate for your position.

With full respect for the integrity of the search, I would invite you to review Lena's resume in light of The University of Iowa's commitment to assisting dual career couples in securing employment. As you undoubtedly know, dual career efforts may be an important factor in the successful recruitment and retention of faculty and staff members and I appreciate your assistance with these efforts.

Please feel free to call me at 335.3524 or email me at heidi-mclaughlin@uiowa.edu if I can be of further assistance.

Thank you very much for your consideration of this matter.

Best Regards,

Heidi McLaughlin
Assistant Director
Dual Career Network