

November 5, 2014

The Graduate School of Arts and Sciences, Johns Hopkins University

Dear Mr. [Name]:

Thank you for your letter of [Date].

I am pleased to hear that you are

interested in applying for the [Position] in the [Department] for the [Year].

Your qualifications, as outlined in your resume, are impressive.

We are currently looking for individuals with a strong background in [Field]

and excellent communication skills. Your experience in [Field]

is particularly noteworthy. We would like to schedule an interview with you.

The interview will take place on [Date] at [Time] in [Location].

Please bring a copy of your resume and any other relevant documents.

Sincerely,

[Name], [Title]

[Address]

[Phone Number]

[Email Address]

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November 5, 2014

Advisory Committee of the Faculty Senate of the Graduate School approved the following:

The Graduate Academic and A

QUEST

GRADUATE PROGRAM R

Resolution 3, 2014

Amendment of the School of Education Program Request

PROGRAM REQUEST:

SUBMITTED BY THE SCHOOL OF EDUCATION

and, effectively changing to a minimum credit requirement of 30 credits upon approval.

30 credits of education courses to 30 credits instead of one elective course from two; reduce over-

Effective: Fall 2015 upon approval.

Rather than 15 or 18, require 30 credits of education

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