

## SAMPLE OUTREACH EMAIL

Subject Line: Vacancy announcement for Emperor of New Clothing at UC Office of the President

The Office of the President is seeking applicants for the position of **Emperor of New Clothing in the Office of Clothing Products**. We would appreciate your assistance in identifying all qualified candidates. Here is a quicklink to the posting: xxxxxx.

To be considered, each applicant should submit a resume and cover letter on the UCOP jobs page <http://jobs.ucop.edu> for Job # \_\_\_\_\_. Review of applications will begin \_\_\_\_\_.

If you have any questions, please call me at (510) 987-XXXX. Thank you for your assistance in this search.

Name  
Title

cc: Recruitment File