October 3, 2018

RE:

Dear Sir or Madam:

 Thank you for submitting an application for the above vacancy. We have scheduled an interview with you at .

 The major elements of the selection process for candidates include the following:

* An evaluation and assessment of credentials
* A fair and thorough interview
* An evaluation of critical job requirements
* A criminal history record check

 The selection process may take up to 3 months. There is no time-limit on reapplication for all vacancies within the Department.

 We look forward to a pleasant and informative discussion with you.

 Sincerely,