**Language for 1st interview invite e-mail**

**Subject:** Enter department name, position title here - Interview Invite

1st Invitation to interview via email:

Dear NAME:

After reviewing your application, the Search Committee would like to invite you to the University of California, Office of the President, Oakland to interview for the ANR enter position title here position (job# enter req. # here).

I have scheduled an interview with you and the search committee on enter date and time here. You may wish to visit the enter department name here website for background information: [enter](http://ucanr.org/sites/anrstaff/Administration/Business_Services/Budget/) department website address here.  Detailed information regarding the interview, including directions will follow at a later date -- once you have confirmed your availability.

Please confirm your availability to interview by responding to my e-mail.  And please don’t hesitate to contact me if you have questions regarding the position.

Regards,