

Los Angeles Community College District Personnel Commission

Sample Letter Interview Appointment Confirmation

The following letter is a basic confirmation letter. Depending on the type of position and nature of the interview, the letter should be amended to include the following, as applicable:

- Information about the college
- Information about the office in which the position is located
- Information about the interview process, if anything unusual is planned such as multiple interviews, a writing sample, etc.
- Request that the candidate bring information with them to the interview such as updated resume, work samples, list of references, etc.
- Confirmation of your having made a reasonable accommodation, as requested.
- Special parking information

Sample Letter

Dear Mr. Doe:

We are looking forward to interviewing you for a position of Sign Language Interpreter Specialist I at Los Angeles City College.

Your interview is scheduled for 4:00 p.m. on Monday, May 23, 2009 in the Office of Special Services Conference Room located at 855 North Vermont Avenue, Los Angeles, California. Parking arrangements have been made for you in Lot A. A parking permit is enclosed. The interview is scheduled to last approximately an hour. I have enclosed a map of the college to assist you in locating the interview location and parking area.

If you have any questions, require reasonable accommodation in the interview process, or cannot for any reason keep the interview appointment, please call me at (323) 953-4000, ext. 2163.

Sincerely,

Vicki Chann
Senior Personnel Assistant