**College Recruitment Letter**

[College/University name]

[Street address]

[City, State, Zip Code]

Attn: Placement Office

Over the past several years, [Company Name] has had the privilege of hiring many of your graduates. Currently we have openings that may be of interest to your students. The openings are:

[List each position by title]

Enclosed please find job descriptions with entrance requirements. We would greatly appreciate your consideration in posting these positions on your job board. [Company Name] is an equal employment opportunity employer, offering equal employment opportunities to all individuals regardless of race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, marital status and any other characteristic protected by law.

If you or any students have any questions or wish to contact me regarding these positions, I may be reached at [contact information].

Thank you.

Sincerely,

[Name]

[Job title]