**Sample Outreach Message**

Dear Contact Name,

We have recently launched a search for the role of *Director of Finance and Administration* in the Example College at the University of Georgia.

**About the Position**: This position serves as the chief financial officer (CFO) for the college, so it is important that we find the right person. More about the position and our culture is available here.

**About Us:** With more than 2,000 undergraduate and graduate students, and over 20,000 alumni, UGA’s Example College programs are top tier, including the #2 program in the country in Examples.

**Our passion**: Include some examples of the mission of the college. Our next *Director of Finance and Administration* will play a key leadership role in an organization with a vital mission, not just for the State of Georgia, but for the nation and world.

If you know of someone who would be interested, or if you have interest personally, we would love to hear from you. Please reach out to us to express interest or to share your thoughts on strong candidates for this key leadership role at Example College.

Thank you for your time and consideration.

Sincerely,

Jane

**Jane Example**

*Dean and Professor*   
College of Examples  
The University of Georgia   
100 Example Drive   
Athens, GA 30602

