**[Date]**

**[Contact Person]**

**[Search Firm Name]**

**[Search Firm Address]**

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_:

Rutgers, The State University of New Jersey is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. The University's policy applies to all terms and conditions of employment. To achieve our goal of equal opportunity, Rutgers maintains an affirmative action plan through which it makes good faith efforts to recruit, hire, and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans. We would appreciate **[Search Firm Name]**’s assistance in the University’s efforts to achieve its affirmative action and equal opportunity goals.

Therefore, we request that **[Search Firm Name]** refer qualified minorities, women, individuals with disabilities, and veterans for all positions that **[Search Firm Name]** is engaged to provide recruitment services to the University. Also, we would appreciate **[Search Firm Name]**'s assistance in collecting applicant voluntary self-identification information.

Although we specifically request **[Search Firm Name]** to refer minorities, women, individuals with disabilities, and veterans, the University welcomes referrals of all qualified applicants regardless of their race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.

Sincerely,

Rutgers, the State University of New Jersey