Dear Mr. or Ms.

Thank you for your interest in serving our town. Your resume has been received by the town for the advertised position. To assist us in selecting the most qualified candidates, please provide responses to each of the following questions in 75 words or less and return then to the town within 7 days of receiving this request using the postpaid envelope provided.

1) Why would you like to serve the town in this role?

2) How much time do you think this position requires?

3) How familiar are you with the duties of this position?

4) What skills and experience do you have that would contribute to the effective workings of this group?

5) What do you think the group/committee can do better?

6) What do you think the role and/or mission of the group/committee is?

7) What do you think the relationship of the group is to the town staff & governing body?

8) What are you currently doing and what were your specific duties/responsibilities of your career assignments?