** SAMPLE INTERVIEW/VIDEOCONFERENCE LETTER**

**(Amend accordingly)**

To Whom It May Concern:

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ application as a visiting scholar at Shepherd University

On this day at about \_\_\_\_\_pm in West Virginia, I conducted a Skype meeting to interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s intention to apply for a visiting scholar position here. The entire interview was conducted in English and lasted about \_\_\_\_ minutes. Below is a summary of the discussions.

I asked the candidate to state <his/her> name, where s/he works and the occupation and academic discipline. \_\_\_\_ said \_\_\_ name is \_\_\_\_\_\_\_\_\_\_\_\_\_, lived and worked in \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the academic field of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_ also clearly expressed \_\_\_\_ research and teaching role as \_\_\_\_\_\_\_\_\_\_\_\_ and went on to describe the type of research that \_\_\_\_\_ does in \_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_ also talked about the courses \_\_\_\_ taught and how busy \_\_\_\_\_ is now to get all the teaching work done before \_\_\_\_\_ is able to travel to USA as a visiting scholar.

I confirm that the communication with Dr. \_\_\_\_\_\_\_ was very smooth and I can clearly understand \_\_\_\_\_\_. Rarely did \_\_\_\_ or I have to repeat anything for clarity. \_\_\_\_ answers were succinct and clear. I believe that \_\_\_\_\_\_\_\_\_ has the English skills to successfully work in my laboratory and to navigate life in the U.S.

Sincerely,

Name, Title and Signature of Department Head