

## Email Template: Application Submitted

Category: Application

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Dear {{application\_\_applicant\_detail-user\_\_first\_name}},

Thank you for your interest in the University of Wisconsin-La Crosse! We received your materials for the {{posting\_\_job\_detail\_\_job\_title}} {{pool\_\_job\_detail\_\_job\_title}} position.

Your confirmation code is {{application\_\_confirmation\_number}}.

### **Next steps**

Your application will be thoroughly reviewed by the search and screen committee/panel. Should you be selected for an interview, you will be contacted regarding the next steps in the process. This contact may be several weeks after the recruitment closes or around the first review date listed in the posting.

If you applied for a Pool position, please note these are ongoing recruitments and are filled on an as-needed basis. As short term instructional opportunities arise, applicants will be contacted.

### **Updating your information**

The phone number and email address provided in your application/profile will be used as contact information. It is important to keep this information current. If for any reason you need to update your application materials or contact information, please contact [hrinfo@uwlax.edu](mailto:hrinfo@uwlax.edu) so that your application may be reactivated to allow you the opportunity to provide updates in your materials.

### **About UW-La Crosse**

While we review your application materials, please take time to explore information about:

- the [benefits](#) offered at UW-La Crosse
- about the [university's strategic plan](#)
- if you are an alum, update your information with our [Alumni Association](#)

Additionally, follow us on social media:

UW-La Crosse

- Facebook: <https://www.facebook.com/UWLaCrosse>
- Twitter: <https://twitter.com/uwlacrosse>
- Youtube: <https://www.youtube.com/user/uwlacrossevids>
- LinkedIn: <https://www.linkedin.com/school/uwlacrosse/>
- Tiktok: <https://www.tiktok.com/@uwlax/>

UW-La Crosse Alumni Association

- Website: <https://www.uwlax.edu/alumni/>
- Lantern Monthly Newsletter: <https://www.uwlax.edu/alumni/lantern/>
- College newsletters, Class Notes and Alumni Magazine: <https://www.uwlax.edu/alumni/news/>
- Facebook: <https://www.facebook.com/uwlalumniassociation/>
- LinkedIn: <https://www.linkedin.com/groups/78255/>

UW-L Foundation

- Website: <https://www.uwlax.edu/foundation/>

If you are a candidate that would need to relocate, learn more about the La Crosse area

here: <https://www.lacrossechamber.com/relocate/>

### **Withdrawing your application**

If you no longer wish to be considered for this position, please log in to the UW-La Crosse online career opportunities website at <https://employment.uwlax.edu/> and proceed to the "Your Applications" area to withdraw your application.

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Thank you again for your interest in UW-La Crosse!

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**Office of Human Resources**  
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