I have reviewed your resume and would like to interview you for a position in my department. I am able to see you in my office at 9:30 a.m. on either October 1, 2, or 8. Please call my administrative assistant, John Doe, and advise him which of these dates suits your schedule. If you prefer a different date, he will try to accommodate you.

Please be prepared to discuss how your particular experiences will enable you to attract research grant money to this firm.

I look forward to meeting with you.