

SAMPLE LETTER OF NON-SELECTED, NON –INTERVIEWED CANDIDATES

Date:

John/Jane Applicant:

Home Address:

City/State/Zip Code:

Dear John/Jane Applicant,

Thank you for your interest in the position of _____, job vacancy number _____ with (the department and/or unit name) at the University of Houston.

We were pleased with the number and caliber of candidates that applied for this position, even though it made our selection very difficult.

Although you were not selected for this position, we wish you success and encourage you to continue in your academic and professional pursuits. We also encourage you to remain informed of current employment opportunities with the University of Houston and to apply for those positions for which you feel qualified.

Again, thank you for your interest in employment with the University of Houston.

Sincerely,

Hiring Supervisor