



*(Sample Follow-up Letter to Candidates Interviewed but not Selected)*

(Date)

Dear (Applicant name):

Thank you for applying and interviewing for the position of (position title).

The university has now selected the person we feel best meets the qualifications for this position. The decision was a difficult one, as there were many well-qualified individuals who applied.

We encourage you to check the University of St Thomas web site (<http://www.stthomas.edu/hr/employment>) or you may call the Job Line at 651-962-6520, for a listing of current employment opportunities. If you wish to apply for another position at the University of St Thomas, please submit a new cover letter and resume or application.

We appreciate your interest in employment at University of St Thomas and wish you success in your career choices.

Sincerely,

[Search Chair]