

APPLICATION RECEIVED REVIEW IN PROCESS

Dear - - -:

Your application for the position has been received. We are presently in the process of reviewing each applicants resume. Due to the high level of interest in the position, we will not be able to interview every applicant. A review of each application will be made to determine which of the applicants will be invited to come for an interview. Objective criteria, based upon the duties of ----, are being used for this review process

We anticipate that we will be back in touch with you within the next (weeks/months) to inform you of the results of this process. We appreciate your patience, and hope you can understand our desire to ensure that every applicant receives full consideration

LATE APPLICATIQN (CANNOT BE CONSIDERED

Dear ----:

Your application for a position in the ----- Department College/School of -----, at the University has been received. Unfortunately, the closing date for applications was, and your letter was postmarked _____. Therefore, I regret to inform you that we will be unable to consider your application.

Your interest in the University is appreciated. I wish you the best of luck in your search for rewarding employment.

NOMINATION RECEIVED- IS NOMINEE INTERESTED?

Dear ---:

You have been nominated for the position of _____ at Florida International University.

Enclosed is a copy of the (job description/announcement) for the position.

Please let us know, no later than (date), whether you wish to be considered for the position. In addition to your letter of interest, please provide a (copy of your resume, and/or x names/letters of reference).

We look forward to hearing from you. If you have any questions, please do not hesitate to contact me at phone number).

TURNDOWN - NO INTERVIEW

Dear ---;

Thank you for submitting your application in response to our recruiting efforts for the position of _____.

Your resume was carefully examined to evaluate your education and experience in relationship to the specific requirements of the position. After a careful review of all applications, individuals whose expertise is more in line with our current needs have been selected for further consideration,

Your interest in employment with the University is appreciated. Wish you success in your efforts to find a rewarding position.

TURNDOWN - AFTER INTERVIEW

Dear -----;

I want to thank you for your interest in the _____ position at the University. We appreciate your taking the time to join us for an interview.

The applicants for the position included a number of people with excellent qualifications. After serious consideration we have recommended an individual(s) whose skills were more specific to the needs of this position.

We wish you success in your job search.