

SUGGESTED LETTER TO
CANDIDATES NOT ON SHORT LIST

Dear «Name»

The Search Committee for the position of «Title» has completed its review of applicants and a panel of finalists has been forwarded to the Dean for further consideration. I thought you should know as soon as possible that your name was not included in the list of finalists.

The large number of highly qualified applicants made the review process very difficult and complicated. However, we are pleased that so many qualified candidates chose to apply for the position.

Thank you again for your interest in the College of Arts and Architecture at the The Pennsylvania State University. I wish you the best of success in your future professional endeavors.

Sincerely,