

Search Process Sample Letters

A search can take more than six months to complete. During that time, applicants justifiably become anxious about the status of their applications. Secretaries should send applicants regular updates, usually monthly, on the progress of the search. To paraphrase the golden rule, "update applicants as you would like to be updated."

Letter Acknowledging the Receipt of an Application

Dear Applicant,

Thank you for your application for the position of Underwater Lacrosse coach. We have received many applications and the committee will begin reviewing them on October 15. We appreciate your interest in Montana State University-Bozeman.

Letter Informing Applicant His or Her Application Is No Longer Being Considered

Dear Candidate,

The search committee for the position of Coach of Underwater Lacrosse has reviewed your application. We regret to inform you that your application is no longer being considered. We thank you for your interest in Montana State University-Bozeman and wish you success in your future endeavors.

Letters Updating Applicants on the Progress of the Search

Dear Applicant,

This letter is to inform you that the search committee for the position of Underwater Lacrosse coach is still reviewing applications. Your application is being actively considered. We thank you for your patience.

or

Dear Applicant,

This letter is to inform you that the search for Underwater Lacrosse coach is still active and we are checking references of our finalists. We look forward to conducting interviews in the near future and will be updating you as the search progresses. We thank you for your continued patience.

Rejection Letter

After a hire has been made, secretaries should send rejection letters to applicants. These letters should thank the applicant for applying but should not give reasons why he or she was not hired:

Since there is no pleasant way to tell people they have not been hired, rejection letters should be courteous and brief. The exception to the brevity rule is the letter to the candidates who were interviewed but not hired. In this case, the hiring authority should write a more personal letter than the sample or notify them with a personal phone call.

Dear Applicant,

We wish to inform you that we have hired Dr. Mary Jones to fill the position of Director of Urban Studies for which you applied. Thank you again for your interest in Montana State University-Bozeman. We wish you the best of luck in your future endeavors.