

SAMPLE LETTERS

ACKNOWLEDGE RECEIPT OF APPLICATION

#1

This is to acknowledge receipt of your application for the position of _____ (title) _____ in the _____ office/department _____ at the University of Wisconsin-Madison. I will notify you of your status after the initial screening of candidates. I expect the initial screening to be completed _____. *[optional: In the meantime, please provide _____ (additional information) _____ at your earliest convenience.]*

I would appreciate it if you would take a moment to complete the enclosed Affirmative Action Data Questionnaire and return it in the enclosed Business Reply Mail envelope. Submission of this information is entirely voluntary and will not affect your position application.

For UW-Madison Campus safety information and crime statistics/annual Security Report, see <http://www.safeu.wisc.edu/>, or call the Dean of Students office at (608) 263-5700 for a paper copy.

Please note that unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

APPLICATION RECEIVED AFTER DEADLINE/ NO LONGER ACCEPTING APPLICATIONS

#2

Thank you for your interest in the position of _____ in the _____ (department) _____, University of Wisconsin-Madison. Because your application was received after the deadline, I am sorry to inform you that it is not among those being evaluated for the position. If the position is announced again in the future, I encourage you to reapply at that time.

LETTER TO NOMINEE

#3

You have been nominated as an individual who should be considered for the position of _____ (position description enclosed) at the University of Wisconsin-Madison. If you wish to be considered for this position, please send a cover letter to that effect along with a current resume.

Please note that unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

Feel free to telephone me at _____ if you have any questions.

REASONABLE ACCOMMODATION PARAGRAPH

#4

[If a letter is used as part of the interview scheduling process, the following paragraph will be added.]

It is the policy of the _____ (unit or department) _____ to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability, please contact _____ (Name of DDR) at _____ (contact information). Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability.

APPLICANT DOES NOT MEET MINIMUM QUALIFICATIONS

#5

We have completed the initial screening of applications for the position of _____ in the (department) at the University of Wisconsin-Madison. I am sorry to inform you that you do not meet the minimum qualifications for the position.

Thank you for your interest in employment with us. I wish you success in your job search.

QUALIFIED APPLICANT NOT SELECTED/NOT INTERVIEWED

#6

The initial screening of applications for the position of _____ in the (department) at the University of Wisconsin-Madison has been completed. I am sorry to inform you that you were not selected as one of the finalists.

We had a number of highly qualified applicants and would like to thank you for your interest in employment with us. We wish you success in your job search.

QUALIFIED FINALIST NOT SELECTED (at end of search)

#7

Thank you very much for interviewing for the position of _____ in the (department) at the University of Wisconsin-Madison. I am sorry to inform you that the position has been offered to and accepted by another applicant.

Thank you for your interest in this position. We wish you success in your job search.

EMPLOYMENT INQUIRY RECEIVED (do not have an opening)

#8

Thank you for your interest in employment with (department/office) at the University of Wisconsin-Madison. At the present time, we do not have any openings in your described areas of interest.

Employment opportunities with the UW-Madison are also available on the Internet at <http://www.ohr.wisc.edu/>. Please call the Office of Human Resources (608-265-2257) for a copy of their "Employment Opportunities" brochure.

We wish you success in your job search.

EMPLOYMENT INQUIRY RECEIVED (now have an opening)

#9

A/an (Job title) vacancy in (department/office) has become available (Position Vacancy Listing attached). Based upon the letter/resume you sent to us previously, it appears that this position may be of interest to you. If you wish to be considered for this position, please provide a current resume.

Please note that unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

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