



Letter to Candidates Not Meeting Minimum Qualifications

Dear:

The Search Committee for the position of _____ in the University of Virginia's Department of _____ has concluded initial evaluation of applications. From the materials submitted with your application, we have determined that your credentials do not satisfy the minimum qualifications which were posted as required for the position. For this reason, we cannot consider you a bona fide applicant and there will be no further review of your file.

I have enclosed a copy of the position announcement [job advertisement] as it was posted. If you believe that we have made an error in our evaluation of credentials, please feel free to contact me. Although your application was not selected for consideration, I and the other members of the Search Committee wish to thank you for your interest in the University of Virginia. We extend to you our best wishes for a successful and rewarding career.

Sincerely,