

Sample Letter: Full-time Search, First Cut (Yes)

<<date>>

<<name>>

<<address>>

<<city>>, <<state>> <<zip>>

Dear << Title and last name>>:

The Search Committee for the <<name of position and department>> at The University of Scranton has finished its initial review of the materials submitted by individuals expressing an interest in this opportunity.

We are pleased to inform you that you are currently under consideration for this position. We will keep you informed of your status as the committee continues its work.

Thank you again for your interest in The University of Scranton.

Sincerely,

<<Search Chair>>