

THE UNIVERSITY OF CHICAGO

<<Division>>

<<Department>>

<<Address>>

<<City, State, Zip Code>>

Date:

RE: <<Name of Position>> and Requisition Number <<\_\_\_\_\_>>

Dear <<full name>>,

Thank you for expressing interest in the <<Name of position>> position with the <<Unit Name>> unit at the University of Chicago. We have received many responses for our open position and wanted to inform you that another applicant was selected.

You were not selected for this position because:

\_\_\_\_\_Previous job experience of the applicant selected was a closer match to the experience needed for the position.

\_\_\_\_\_Skills and/or related knowledge (e.g., medical terminology, software, accounting, or foreign language) of the applicant selected were a closer match to the skills and/or related knowledge needed for this position.

\_\_\_\_\_Self-presentation (e.g., arrived on time to the interview, displayed a professional appearance, demonstrated interest and/or professionalism) of the applicant selected was a closer match to what is needed for this position.

\_\_\_\_\_References were not supportive for this position.

Please visit our Training Web site at <http://training.uchicago.edu> to learn about training opportunities that may help to further develop your skills.

We appreciate your interest in furthering your career at the University of Chicago and encourage you to continue to seek career opportunities at the University. Please visit our Web site at <http://jobs.uchicago.edu> for a listing of all open positions.

Thank you,

<<Department>>