

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Sample Letter / **First Notification of Status**

Confidential

Dear

The search committee for at Iowa State University has completed its initial review of the candidates for that position and is now focusing on a subset about whom it plans to gather more information. Although your application made a favorable impression on the committee, I wanted you to know that you are not among those whom we will be considering further.

We were fortunate in having an outstanding pool of candidates, from whom we were able to select those who seemed to be potentially the best fit with our current needs. There are undoubtedly persons whom we will not be considering further who would rise to the top in a different search.

We appreciate having had the opportunity to consider you for this position, and we wish you success in your future career.

Sincerely,
Chair, Search Committee