



# UNIVERSITY OF NOTRE DAME

## OFFICE OF HUMAN RESOURCES

### Sample Screen Letter

« **Date** »

« **Name** »

« **Address** »

« **City, State, Zip** »

Dear « **Candidate Name** »:

Thank you for your interest in the position of « **Position Title** ❶ », « **Department** ❷».

We have identified a number of candidates whose qualifications best meet the requirements of the position. I regret to inform you that you are not among those still under consideration for the position.

You are welcome to apply for future positions at the University for which you are qualified. Please visit our web site at [www.nd.edu/~hr/jobs.htm](http://www.nd.edu/~hr/jobs.htm). ❸ Again, thank you for your interest in working at the University of Notre Dame. I wish you the best in pursuit of your career goals.

Sincerely,

« **Signature** »

« **Title** »

Screen Letters  
should include the  
following:

- ❶ Position Title
- ❷ Department
- ❸ HR Web Site