Appendix 13: Sample Candidate Letters

**Acknowledgement Letter**

Upon receiving an application in answer to the advertisement, a prompt acknowledgement letter should be sent to the applicant. Sample:

Dear (Name of Applicant):

Thank you for your interest in the position of {insert role title} in the Department of (insert) and Faculty of {insert name of faculty}, at the University of Victoria

The appointment committee will be reviewing application packages and making decisions concerning this opportunity after the application deadline has passed. You will be contacted should your application be selected for further consideration.

[**If applicable**: A preliminary review of your application package indicates that the following item(s) have yet to be received by us: {indicate name of item; to whom the item(s) should be sent to; deadline to submit}.

[**If applicable**: As stated in the appointment advertisement, please advise if you are a Canadian Citizen, or a Permanent Resident. You may do this by sending this information via email to {insert contact info}

[**If applicable**: In accordance with the University’s Equity Plan and pursuant to section 42 of the BC Human Rights Code, this is a preferential hire; preference will be given to members of the following groups: [women and/or Indigenous peoples and/or persons with disabilities and/or members of visible minorities]. If you are a member of [this group/these groups] and wish to qualify for preferential consideration, you are encouraged to self-identify in response to this email.

[**If applicable**: In accordance with the University’s Equity Plan and pursuant to section 42 of the BC Human Rights Code, this is a limited hire; the search will be limited to members of the following groups: [women and/or Indigenous peoples and/or persons with disabilities and/or members of visible minorities]. If you are a member of [this group/these groups] and wish to qualify for consideration, you are encouraged to self-identify in response to this email

[**If applicable**: Any other acknowledgement required (e.g. special requests for confidentiality).

If you anticipate needing accommodation for any part of the application and hiring process, please contact Faculty Relations and Academic Administration in the Office of the VP Academic and Provost at FRrecruit@uvic.ca. Any personal information provided will be maintained in confidence

Yours sincerely,

Chair/Director/Dean/University Librarian

**Notification to unsuccessful applicant**

Dear (Name of Applicant):

Thank you for your interest in an academic appointment with the Department of (insert) and Faculty of {insert name of faculty}, at the University of Victoria. After considering all applications for the advertised position, the selection committee regrets to advise that it cannot offer you an interview at this time.

We would like to wish you the best in your search for an academic position, and encourage you to consider applying for future positions with our department/Faculty.

Yours sincerely,

Chair/Director