

**CONFIDENTIAL**

**A602 No Interview – Revised 6/13/12**

Letter Date

Applicant Name

Address 1

Address 2

City/St/Zip

Dear Greeting:

After careful evaluation of all qualified candidates for the position of Job Title, Program Area (Agents only) in County County; I regret to inform you that you will not be considered for an interview. We will be interviewing candidates whose education and experience more appropriately match our needs at this time.

We do appreciate your effort in competing for our position and sharing with us your knowledge, skills, and abilities. We thank you for your interest in the NC Cooperative Extension at NC State University, and sincerely wish you the best in your professional pursuits.

Sincerely,

CED Name

\_\_\_\_\_ County Extension Director