

**(On Department/Institute Letterhead
Example format - for non-tenure track position)**

Current date
U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington DC 20210

Dear Alien Certification Specialist,

This letter is in support of the Labor Certification application of _____ who is currently employed in the Department/Institute of _____ at the University of California, Santa Barbara.

Recruitment for this position was undertaken through advertisements published on _____ in _____, and on _____ in _____. A total of _____ applications were received with _____ candidates seriously considered. Of those seriously considered, _____ candidates were interviewed, of which _____ were U.S. Nationals. The primary criteria for judging applicants were their _____.

Of those U.S. National applicants seriously considered, _____ did not meet the minimum requirements for the following reasons:

- _____ applicants did not have _____
- _____ applicants did not have _____
- _____ applicants did not have _____

The final outcome was that the position was offered to _____ who was the only applicant who met the minimum requirements for this position.

From the application and interview process _____ was clearly more qualified than the other candidates. He/She is _____ as proved by his/her letters of recommendation and prior related experience. He/She was notified of his/her selection for this position on _____.

Sincerely,

Chair/Director etc.
signature block