

# 3 Email Template to Connect With a University Career Center

## Rejection email template for specific requirements

Subject: Update on Your Application for [Job Title] at [Company Name]

Hi [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application.

After careful consideration, we have decided to move forward with other candidates who more closely align with the specific requirements of this role. This decision was not easy, as we received many strong applications.

We encourage you to keep an eye on our careers page for future opportunities that may better match your skills and experience. We would be delighted to see your application again.

Thank you once more for considering a career with us. We wish you all the best in your job search and future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Rejection email template for budgetary or organizational changes

Subject: Update on Your Application

Dear [Candidate's Name],

I hope this message finds you well. I wanted to personally thank you for your interest in the [Job Title] position at [Company Name]. We were impressed with your qualifications and the experience you bring.

After careful consideration, we have made the difficult decision not to move forward with your application at this time. This decision is due to recent budgetary and organizational changes within our company, rather than a reflection of your skills or abilities.

We truly appreciate the time and effort you invested in the application process and encourage you to apply again in the future. Please feel free to reach out if you have any questions or need further clarification.

Thank you once again for considering a career with us. We wish you all the best in your job search and future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Rejection email template: After an early-stage interview

Subject: Thank You for Your Interest in [Position Name] at [Company Name]

Hi [Candidate's Name],

Thank you for taking the time to interview for the [Position Name] position with us. We appreciate your interest in joining our team and the effort you put into the interview process.

After careful consideration, we have decided to move forward with other candidates who more closely match the requirements for the role at this time. This decision was not easy, given the strong pool of candidates we had the pleasure of meeting.

We truly value your interest in [Company Name] and encourage you to apply for future opportunities that align with your skills and experience. Please feel free to reach out if you have any questions or would like feedback on your interview.

Thank you once again for your interest in [Company Name]. We wish you the best in your job search and future professional endeavors.

Warm regards,

[Your Name]

[Your Position]