

# 3 Rejecting Overqualified Candidates Email Template

## Template for Overqualified Candidate: Emphasizing Future Opportunities

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

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with us. We truly appreciate you sharing your experience and qualifications.

After careful consideration, we've decided not to move forward with your application for this specific role. The team was very impressed with your background; however, we feel that your skills and experience are currently beyond the requirements of this position. We don't want you to be bored!

While this role may not be the right fit at this time, we were very impressed with [mention a specific skill or experience]. We encourage you to keep an eye on our careers page at [link to careers page] for future opportunities that may be a better match for your expertise. Specifically, we anticipate openings in [mention potential future role/department] in the coming months, which might align well with your skillset.

We wish you the best of luck in your job search and thank you again for considering [Company Name].

Sincerely,

The [Company Name] Team

## Template for Overqualified Candidate: Highlighting Long-Term Career Growth

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

Dear [Candidate Name],

Thank you so much for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with us. We truly appreciate you sharing your experience and qualifications.

After careful consideration, we've decided to move forward with candidates whose qualifications and experience more closely align with the specific requirements of this role. Your background is impressive, and frankly, you seem overqualified for this particular position.

While this role might not be the perfect fit right now, we were incredibly impressed with your skills and ambition. We believe your expertise might be better suited for a more advanced role, and we'd love to keep you in mind for future opportunities that align with your long-term career goals here at [Company Name].

We encourage you to keep an eye on our careers page: [Link to Careers Page].

Thank you again for your interest in [Company Name]. We wish you the best of luck in your job search.

Sincerely,

The [Company Name] Team

## Template for Overqualified Candidate: Offering Feedback

Subject: Feedback on Your Application

Hi [Candidate's Name],

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

After careful consideration, we've decided to move forward with other candidates who more closely match the experience level we are looking for in this role. We were truly impressed by your background and achievements, and it's clear that you bring a wealth of experience to the table.

While we felt that your qualifications exceeded the requirements for this particular position, we would love to keep your resume on file for future opportunities that might align better with your expertise.

Thank you once again for your interest in joining our team. We wish you the best in your job search and future endeavors.

Warm regards,

[Your Full Name]

[Your Job Title]