**Email Templates for Student Hiring Managers and Supervisors**

**Do Not Meet Minimum Qualifications:**

Thank you for your interest in this position. Based on your resume, you do not meet the minimum qualifications for this position.  
    
If you have questions about this or believe that your resume did not adequately reflect your qualifications for this position, please let me know or send an updated resume.

Sincerely,

**No Interview – More Qualified Candidates:**

Thank you for applying for this position.  Please know that we have given your resume a careful review, but at this time we are unable to offer you an interview due to the high number of qualified candidates.   We appreciate your time and interest and wish you every success as a student at UD.

Sincerely,

**Posting Cancelled:**

Thank you for your interest in this position.  However, this posting has been canceled.  We apologize for the inconvenience, but the department will no longer be hiring students for this position.  We appreciate your time and interest and wish you every success as a student at UD.   
  
If you are still in search of student employment opportunities at UD, please log into Hire a Flyer.  
  
Sincerely,

**Selected for Interview:**

Thank you for your interest in this position.  We would like to schedule an interview with you to discuss your interest and qualifications. We will be in touch soon to arrange a time to meet. In the meantime, please let us know as soon as possible if you are no longer interested in this position.

Sincerely,  

**Interviewed – Not Selected:  
*Note: we HIGHLY recommend you call these students personally rather than simply sending an email.***

Thank you for interviewing for this position. After careful review of your qualifications and experience, unfortunately, we are unable to offer you this position. We appreciate your time and interest and wish you every success as a student at UD.  
  
Sincerely,