

# Email Template

## First Round – Application Review & Not Selected to Interview

**Subject:** Update on You Application for [Position Title]

**Email body:**

Hi [Name],

Thank you for your interest in the [Position Title] position and for taking the time to submit your application. We appreciated the opportunity to review your materials and to learn more about your background and experience.

After careful review, the search committee selected a group of candidates whose experience most closely aligns with the current needs of the role to move forward to the interview stage. While we were impressed with your qualifications, we will not be advancing your application at this time.

We recognize that pursuing an internal opportunity requires additional thought and effort, and we sincerely appreciate your interest in continuing your career at Colorado College. We encourage you to continue exploring future opportunities that may be a strong fit for your skills and professional goals.

Thank you again for your interest and for the contributions you make to the college. I wish you all the best moving forward.

Best regards,

Search Chair/Hiring Manager