



Sample Response to Applicants

Resume Received

1) Your resume has been received. If you are given further consideration for the _____ position, you will be contacted no later than _____ .

Resume reviewed-not considered

2) We appreciate your interest in the _____ position with Career Planning and the time you invested in applying for the position. However, after reviewing the resumes, yours was not selected for further consideration.

Thank you for your interest in our department and we encourage you to apply for future openings on LionJobs.

Interviewed-Not selected

3) We appreciate your interest in the _____ position with Career Planning and the time you invested in interviewing for the position. We received a high volume of impressive applicants this year. This made our decision even more difficult. Although your skills are impressive, unfortunately we will not be able to offer you the position. I would encourage you to continue to search LionJobs and apply for future openings. Best wishes in your future endeavors.