**Sample Rejection Letter Templates for No Interview**:

Name of Applicant

Applicant's Address

Dear (Use Applicant's Name):

We appreciate your interest in (department name) and the position of (Name of Position) for which you applied. After reviewing the applications received by the deadline, yours was not selected for further consideration.

Our department appreciates the time you invested in applying. We encourage you to apply for other advertised positions on-campus online at [*careers.cwu.edu*](file:///C:\Users\martinezma\AppData\Local\Temp\careers.cwu.edu), for which you qualify.

Best of luck and thank you again for your interest.

Sincerely,

**Sample Rejection Letter Templates for No Interview:**

Dear (Use Applicant's Name):

After careful review and consideration of your application for the position of <Posting Title>, the hiring department has selected another candidate whose qualifications appear to most closely match the requirements of the position. Though you are not a finalist, we appreciate the time and effort you expended in the process and your interest in on-campus employment at CWU. We wish you future success in fulfilling your job hunting and encourage you to watch our web page for other on-campus job opportunities.  
  
Other on-campus opportunities are available online at [*careers.cwu.edu*](file:///C:\Users\martinezma\AppData\Local\Temp\careers.cwu.edu)*.*  
  
Sincerely,