March 20, 2014

Dear (Student Name),

Thank you for applying for the position of (JOB TITLE) with (DEPT. NAME).

After careful consideration and assessment, we have decided to proceed with another applicant at this time. While your skills and background are impressive, we have received a large number of applications, and others more closely matched the current requirements.

Again, thank you for your interest in employment at Western Michigan University and wish you luck in your future job search.

(Hiring Supervisor Signature Block)