

Rejection Email Templates for Deselected Candidates¹

for Non-Senate Academic Positions at UC Berkeley

Example 1:

Thank you for your interest in the X position. The Search Committee has concluded their review of applicants for this position. There were a number of strong candidates applying for the position, and after much deliberation, we regret to inform you that your application is no longer under consideration.

Example 2:

We appreciate your interest in the University of California, Berkeley - Department of X and the position of X for which you applied. After reviewing the applications received by the deadline, yours was not selected for further consideration. The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions in our University in the future. We wish you every personal and professional success with your job search and in the future. Thank you again for your interest in our university.

Example 3:

Thank you for your application for the advertised X position in the Department of X at UC Berkeley. Each application has received a careful reading and discussion by all members of the search committee, and I am sorry to have to tell you that the committee has decided to not to proceed any further with yours. We appreciate your interest in the position, as well as the time and effort that went into the preparation of your dossier, and we wish you every possible success in your future professional career.

Example 4:

Thank you for your interest in our advertised position X at the University of California, Berkeley. The final screening of applications for the position has been completed. Your application was considered but you were not selected. We encourage you to continue visiting our website and applying to positions of interest for which you are qualified.

Example 5:

Thank you for your interest in our X faculty position. I regret to inform you that you were not one of our short-listed applicants. I must emphasize that this in no way reflects upon the quality of your work. Our search committee considered very carefully the expertise of all the excellent applicants, and short-listed only those whose work complemented the existing expertise within the department. Again, I thank you very much for your interest in our department. Please accept my warmest good wishes for your future success.