[MONTH DATE, YEAR]

Dear [STUDENT NAME],

Thank you for applying for the position of [JOB TITLE] with [DEPARTMENT NAME] and taking the time to interview with us.

We had many qualified applicants like yourself and after careful consideration and assessment, we have decided to proceed with another applicant at this time.

We encourage you to review other job opportunities at Mizzou. To access other part-time job vacancies, you may login to [HireMizzouTigers.com](http://www.HireMizzouTigers.com). Or for job search assistance and advice on student employment opportunities please visit the MU Career Center located on the lower level of the Student Success Center. The office is open 9:00 AM to 5:00 PM Monday through Friday.

We wish you luck in your job search.

Sincerely,

[HIRING SUPERVISOR SIGNATURE BLOCK]