Dear XXXXX

Thank you for your application for the role of XXXX (GBP/SBP/SCP XXXX) in XXXX. Unfortunately you have not been shortlisted to attend an interview.

Due to a high workload we are unable to offer you individual feedback on your application form. Please find below generic feedback we hope you will find useful.

Some applications were of a very high standard, matching all the criteria. It was only with a fine grade of detail that a decision was made not to call those applicants to interview.

Other applications had the following issues:

1. Mistakes in spelling, punctuation and grammar
2. The Right to Work status was not clear, or the status meant you were ineligible
3. The Education and Employment History section was not in order (most recent first) and the qualifications were not explained (if international)
4. The Personal Statement was too short and did not relate to the Job Description and Person Specification. Many applicants do not evidence that they have the ability to undertake the position or that they are the right person for the job. You can evidence this by using the STAR principle [www.devon.gov.uk/star-principle.doc](http://www.devon.gov.uk/star-principle.doc)

5. The References were not up to date

If you are an eligible applicant, I would encourage you to apply for more vacancies, a summary of which can be found on the [www.exeter.ac.uk/internships](http://www.exeter.ac.uk/internships) or on My Careerzone (Exeter students and graduates only).

Jo McCreedie, Employer Liaison Officer (Internships and Mentoring) offers 1:1 advice on applications. These are delivered through a drop-in at the University’s Career Zone, The Forum, Exeter Tuesday 10-1 and Wednesday 1-5pm. Alternatively you can contact Jo by email j.mccreedie@exeter.ac.uk.

Yours sincerely

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