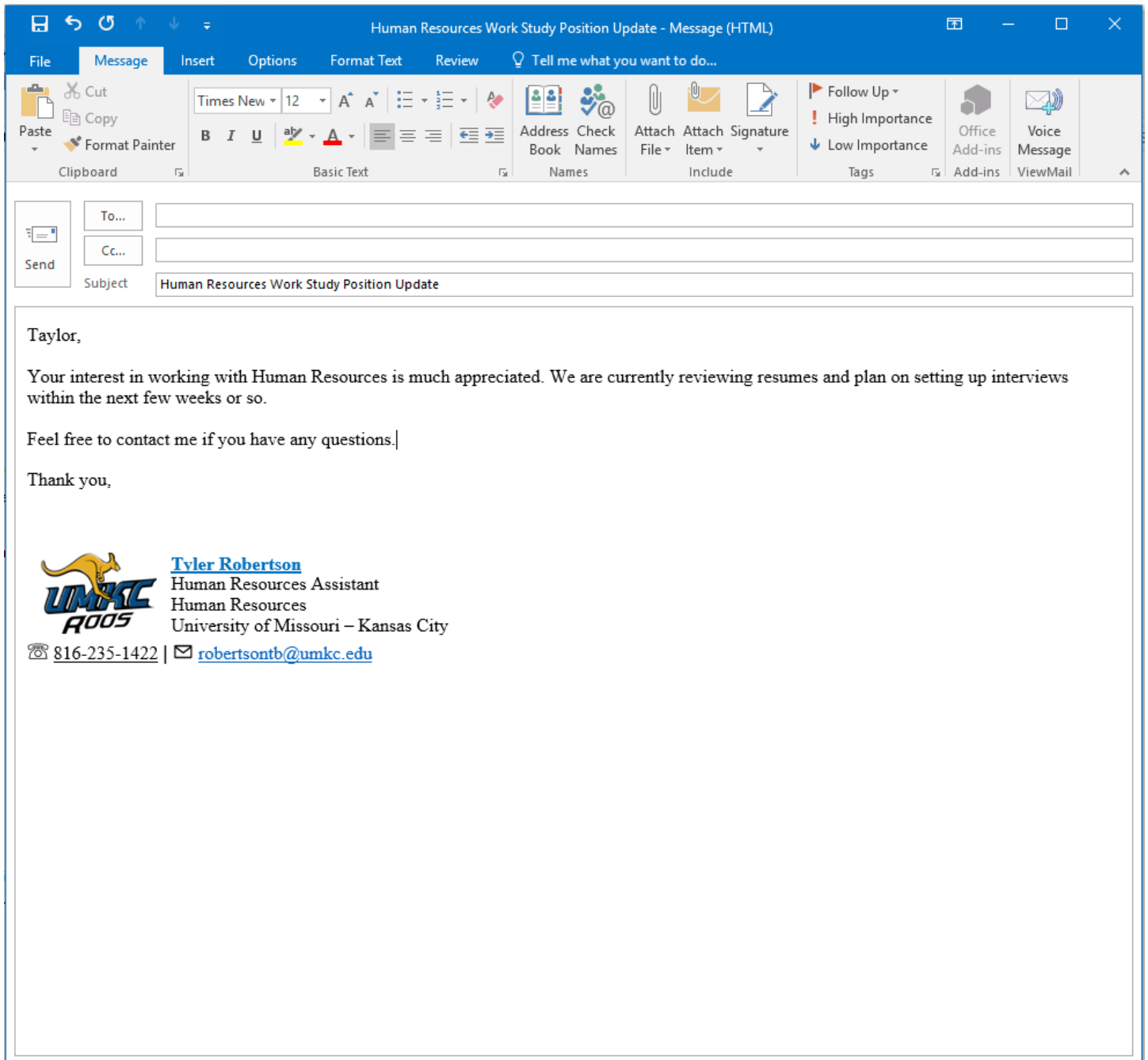


## Sample Update Email to Student Employee Candidate

\*Please remove Work-Study language if hiring a student who does not have Financial Work-Study\*



The screenshot shows an email client window titled "Human Resources Work Study Position Update - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", and "Review". The "Message" ribbon is active, showing options like "Cut", "Copy", "Format Painter", "Basic Text", "Names", "Include", "Tags", "Add-ins", and "ViewMail".

The email content is as follows:


To...  
Cc...  
Subject: Human Resources Work Study Position Update

Taylor,

Your interest in working with Human Resources is much appreciated. We are currently reviewing resumes and plan on setting up interviews within the next few weeks or so.

Feel free to contact me if you have any questions.

Thank you,

 **[Tyler Robertson](#)**  
Human Resources Assistant  
Human Resources  
University of Missouri – Kansas City  
816-235-1422 | [robertsontb@umkc.edu](mailto:robertsontb@umkc.edu)