

Dear _____:

Thank you for your recent application for the (position title) through the University's Student Professional Program.

We received a number of applications, and while we appreciate your interest and skills, you were not selected for this position at this time. We encourage you to continue to seek opportunities on campus to enhance your learning and professional skills development.

Career Services, located in Meinders School of Business #200, offers a range of opportunities to help you, including professional document development and review, personal career guidance, and assistance with job search resources.

Thank you for your interest and we wish you the best for your time at OCU.

(Mentor name)

(Department contact information)