[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: RECEIPT OF RESUME**

Dear [CONTACT NAME],

Thank you for applying for the position of [POSITION]. We are currently reviewing the qualifications of all the applicants and expect to begin interviewing the week of [DATE]. If you have the qualifications we are looking for, we will be contacting you to set up an interview.

We appreciate your interest in [YOUR COMPANY NAME]. You should hear from us one way or the other by [DATE]. Good luck.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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