Application and Resume Response



Date

Name

Address

City, State Zip

Dear (Insert Candidate Name):

Thank you for applying to XXX. We have received your resume and will be reviewing it for available opportunities in our organization.

Your application will be kept current for the next three months. Should a position become available that matches your qualifications, we will contact you for an interview.

In the meantime, thanks again for contacting XXX about potential job opportunities. Good luck with your job search.

Sincerely,

Name

Title