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Letter to job applicant confirming receipt

Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

We have received your resume. Thank you for your interest in Company Name. We will forward your resume to departments with openings that match your skills, background, and education.

If we find a match, we will contact you to schedule an interview. Otherwise, we will keep your resume on file for period of time. We will review your resume against any positions that become available during that time. Please do not resubmit your resume.

Again, we appreciate your interest in Company Name. We wish you the best of luck in your job search.

Sincerely,

Letter to job applicant confirming receipt

Title