Dear Mr. Gerard:

I received your CV on Monday. It is very impressive, but I am sorry to inform you that Mr. Holmes is not looking for additional staff at this time.

While we do not normally accept unsolicited applications, I will keep your CV on file for future consideration. If it is convenient, please send me a list of references, especially those pertaining to skills in negotiation, accounting, and data mining (preferably using the Python programming language). A recent photograph is also recommended.

Best of luck to you. Feel free to check back at this time next year in the event a position becomes available. Use this email address, and include your name and the word “check-back” in the subject line.

Sincerely yours,

Emil Kurtz

Associate Director

International Affairs