

# APPLICANT ACKNOWLEDGMENT LETTER

[date]

[applicant's name]

[address]

[city, state, zip]

Dear [applicant]:

Thank you for submitting your resume for the [position name] position. We will be reviewing applications over the next [week/month]. If your background and experience do not match our current needs, we will keep your resume on file. If we find a match between your skills and the available position, we will contact you by phone to arrange for an interview.

Thank you for your interest in [company name].

Sincerely,

[name]

[position]