

## Acknowledging Receipt of Resume

Contributed by Business Letters Admin  
Saturday, 15 November 2008  
Last Updated Saturday, 15 November 2008

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

SUBJECT:

Dear [CONTACT NAME],

Thank you for forwarding your résumé to us; we are always pleased to hear from those who have high regard for our organization and consequently seek employment here.

We will be reviewing your résumé, along with several others received after The Wall Street Journal ad appeared last week. If, after our review process, your experience and expectations seem to match those of the position we want to fill, we will call you to discuss the possibility of an interview.

We appreciate your letting us review your résumé.

Sincerely,

Your name

Your title

(800) 123-4567

youremail@sample-business-letters.com