

Acknowledging Receipt of Resume 3

Contributed by Business Letters Admin
Sunday, 16 November 2008

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

SUBJECT:

Dear [CONTACT NAME],

Your résumé has been received in response to the recent ad about sales representatives. All résumés are currently being reviewed to find appropriate matches in skills, experience, and interest level.

We will contact you again in 30 days if there is a further desire to discuss employment possibilities.

Thank you for your fast response to our ad and for your interest in working at Metbar.

Sincerely,

Your name

Your title

(800) 123-4567