

# Acknowledgement of Resume or Application

Date:

Dear: [Applicant Name]

Thank you for submitting your resume for the position of [position title]. We are currently reviewing resumes and will be scheduling interviews within the next two weeks. You will be contacted if we need additional information or wish to schedule a phone or personal interview with you. If you are not selected for an interview, we encourage you to view our job postings regularly as new positions are posted frequently.

Again, thank you for applying for employment with [Company Name].

Sincerely,