

<today>

<applicant's name>

<applicant's address>

<city>,<state><zip>

<salutation>

Recently you expressed interest in pursuing a career with our company by sending your resume. During the past week I have reviewed your and many other applicants' resumes. While your work experience and education are impressive, I have concluded that they do not specifically meet our desired criteria.

Your resume will be kept on file, for we are a dynamic, growing company and consequently anticipate many future employment needs. When some of these opportunities become available, your resume will again be considered.

Thank you for your interest in our company.

Sincerely yours,

<name>