

COMPANY NAME

ADDRESS

CITY, STATE ZIP

E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name

Company

Address Line

City, State Zip Code

Re: Acknowledgement of Receipt of Job Application - Positive

Dear :

We received your application for employment with {Company} on DATE. After reviewing your application, we were quite impressed by your experience and training. It seems as though you were tailored for the position of {Name of Positon}. We will begin conducting interviews for this position {Date}.

If you have any questions, please do not hesitate to call us. Once again thank you for your interest and sending in your application.

Sincerely,

N A M E