Your name

Company name

Street address

City, County/Region, Postcode

Date

Recipient name

Title

Company name

Street address

City, County/Region, Postcode

Dear Recipient name:

We have received your CV. Thank you for your interest in Company name. We will forward your CV to departments with openings that match your skills, background and education.

If we find a match, we will contact you to schedule an interview. Otherwise, we will keep your CV on file for period of time. We will review your CV against any positions that become available during that time. Please do not resubmit your CV.

Again, we appreciate your interest in Company name. We wish you the best of luck in your job search.

Yours sincerely,

Your name

Title