**Applicant Rejection Letter – Unsolicited Resume**

Dear [Name],

Thank you for your interest in employment with our organization. Unfortunately, due to the sheer number of resumes we receive daily we are not able to retain unsolicited applications or resumes. The resume you sent did not specify a particular position of interest matching one of our currently open jobs. You may find a list of our open positions posted on our website at [website address]. This list is updated as new positions become available. Please feel free to review our open positions periodically and resubmit your resume when you find a position listed on the website that is of interest to you, and in which you meet all of the minimum job qualifications listed on the posting.

We wish you the best of luck in your job search!

Regards,

[Name]

[Job title]