**Resume Rejection Letter – No interview**

Date:

Dear [name]:

Thank you for the interest you have expressed in employment opportunities at [Company name].

Your qualifications have been carefully reviewed. At this time we are pursuing candidates with skills and experience which more closely match the position we have open.

Your resume will be retained for [insert period of time] and you will be contacted in the event our employment needs should change.

We appreciate your interest in our company and wish you success in your job search.

Sincerely,

[Name]

[Job title]

[Company name]