

## **Resume Was Successfully Received Letter - Advertised Position - General Response**

Thank you for your interest to work at [Company Name]. We have successfully received your resume in reply to the [job title, example: accountant] job opening. We are going to assess your qualifications to see if they match the requirements of the advertised position.

If the screening team decides that you are competent enough for the demands of the position, you will be shortlisted and invited to an interview for further consideration.

If you were not shortlisted, we will keep your resume in our files for future reference. We will not be able to contact you back in this case due to the large amount of applications we receive. So if you don't hear from us within [duration, for example: one week], you can assume that your application was not successful at this time.