

RESUME THANK YOU LETTER

Recipient Name: _____
Recipient Title: _____
Company Name: _____
Company Address: _____

Dear [Recipient Name],

I want to sincerely thank you for taking the time to review my resume and consider me for the position at your esteemed company. I appreciate the opportunity to discuss how my skills and experiences align with your team's needs.

I am very enthusiastic about the possibility of contributing to your organization and am confident that my background and dedication will allow me to make a meaningful impact.

Please do not hesitate to contact me if you require any additional information or references. I look forward to the possibility of working together and contributing to the continued success of your company.

Thank you once again for your time and consideration.

Sincerely,

Your Full Name

Your Address

Your Phone Number

Your Email Address

This letter and its contents are intended for the recipient named above and do not constitute a contract or offer of employment. All discussions and communications are subject to applicable United States laws and regulations. No guarantee of employment or contractual obligation is made herein.

Original source of this document:

<https://letterdocs-us.com/resume-thank-you-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.