

SAMPLE APPLICANT ACKNOWLEDGEMENT LETTER

DATE

APPLICANT
ADDRESS
ADDRESS

Dear APPLICANT,

Thank you for your resume (application) for the position of **POSITION TITLE**. Our review of resumes will take approximately # weeks to complete and at that time, if we have further interest in learning more about your background, we will be in touch with you.

In the meantime, please feel free to visit our employment website at www.chr.ucla.edu for a current listing of available positions.

Again, thank you for considering UCLA as an employer. We wish you success in your future endeavors.

Hiring Manager
Department