[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for submitting your unsolicited application and resume to [Company Name]. We appreciate your interest in our organization.

At this time, we do not have any open positions that match your specific qualifications and experience. We will, however, keep your resume on file for [Number] months should a suitable vacancy arise in the future.

We encourage you to monitor our careers page for future opportunities that may align with your professional goals.

Thank you again for your interest in [Company Name]. We wish you the best of luck with your current job search.

Sincerely,

[Your Name]
[Your Title]
[Company Name]