[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.

After reviewing your background and experience, we have determined that your current qualifications do not align with our current organizational needs or any upcoming vacancies at this time.

We will keep your resume on file for [Number] months should a position open that better matches your professional profile. If a suitable opportunity arises, we will contact you directly.

We wish you success in your job search and your future professional endeavors.

Sincerely,

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