

# Job Application Screening

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have received your application and appreciate the time and effort you put into applying.

After reviewing your application, we will conduct an initial screening to assess your qualifications and experience. If you meet our criteria, we will reach out to you for further discussions.

We appreciate your patience during this process and encourage you to follow up in a few weeks if you have not heard from us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]