

Sample letter for acknowledgment of receiving a resume

# *Church Stationary*

December 1, 2020

Rev. John Baptist  
P.O. Box 1000  
Someplace, FL 32000

Dear Rev. Baptist,

Thank you for the resume you sent to our search committee. We are currently in the process of receiving and reviewing resumes. We will begin with interviews after the committee has had an opportunity to review resumes

If the committee feels God's leadership to do so, we will contact you.

Thank you for your interest.

Sincerely,

\_\_\_\_\_, Chairman  
Pastor Search Committee

## **IMPORTANT NOTES:**

1. If you will receive resumes until a specified cutoff date, include that date in the letter.
2. If follow-up contact is made with a prospective pastor beyond acknowledging receipt of resume, another letter should be sent to inform him when a decision is made that he is no longer being considered. Many pastors will not simultaneously have conversations with multiple Search Committees. If you decide to not give further consideration to a prospect, please be considerate and allow him the opportunity to move ahead in dealing with other congregations.