

Letter to Acknowledge Receipt of Résumé

A letter or email should be sent within three days to all candidates who have submitted their résumés. The letter should thank them for their interest and inform them that all applications are under review, and they will be informed if further consideration will be given to them. Feel free to cut, paste, or edit accordingly.

Dear Pastor (insert candidate's last name):

Thank you for your interest in being considered as a candidate for the position of senior pastor at (insert church name). It is still early in the process, and we have made your résumé available to members of the Search Committee. We are prayerfully reviewing your résumé along with others we have received and wanted to assure you we will give attention to the information you have provided.

We will contact you should the Search Committee desire additional information.

Sincerely,

(Insert first and last name here)

Chair, Pastoral Search Committee

(Insert church name)