

Date: [Insert Date]

Dear [Applicant Name],

Thank you very much for your interest in the [Job Title] position at [Company Name], and for the time and effort you dedicated to your application and interview process with us.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this position. This decision was not made lightly, as we received many qualified applications.

We truly appreciate your interest in joining our team and would like to support your ongoing career development. Based on your application materials and our review, we wanted to share a few tips that may help you strengthen your resume for future opportunities:

- **Tailor Your Resume:** Customize your resume for each job you apply to by highlighting the skills and experiences that are most relevant to the specific job description.
- **Highlight Achievements:** Whenever possible, use quantifiable achievements (e.g., "increased sales by 20%" or "streamlined a database resulting in 30% faster processing") to demonstrate your impact.
- **Use Clear Formatting:** Ensure your resume is easy to read by using professional fonts, consistent formatting, and clear section headings.
- **Showcase Relevant Skills:** Place particular emphasis on technical or soft skills required for the role, ensuring they are easy to locate in your resume.
- **Proofread Carefully:** Review your resume for grammatical errors, spelling mistakes, or formatting inconsistencies before submitting.

We were impressed by your background and encourage you to apply for future openings that match your skills and interests. If you would like further feedback or have any questions, please feel free to get in touch.

We wish you the very best in your job search and continued professional growth.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Information]