

Sample First Letter
Acknowledging Receipt of Résumé
Write on church stationary, if possible

(date)

(*name*)
(*address*)
(*city, state, zip*)

Dear (*Rev., Dr., Mr., Mrs., Ms. last name*):

As the (*pastor or staff*) Search Committee of (*name*) Baptist Church, (*city, state*), we have received your résumé along with many others. Presently, we are in the process of organizing our work as a committee and will be reading résumés later in the process. At that time, your résumé will be prayerfully considered along with all the others we have received.

Thank you for allowing us to consider you in this process. At the appropriate time in the future, you will hear from us again. If you are no longer available, or do not wish to be considered by (*name*) Baptist Church for this position, please let us know.

Pray with us that we will seek, find, and follow God's will in this matter.

Yours in Christ,

(*name*)
(*position on search committee*)