Thank you for the resume and letter you sent last week. I am very impressed with both your education and your experience as a writer. Although we don't have any current openings that match your qualifications, we expect some positions to come open after the first of the year.

I would like to meet with you and personally to discuss what we do here and to learn more about your background. Please call my secretary, John Doe, at 555-5555 and make an appointment at a time convenient to us both.