

# 3 Application Follow-Up Email Template From Recruiter

## Application Review in Progress Email

Subject: Update on Your Application for [Job Title] at [Company Name]

Hi [Candidate Name],

Thanks again for your interest in the [Job Title] position at [Company Name]. We received your application and wanted to give you a quick update.

Your application is currently under review by our team. We're carefully considering all candidates and will be moving forward with those whose qualifications and experience best align with the requirements of the role.

What's next?

- We anticipate completing our initial review by [Date - e.g., next Friday, end of next week].
- If your application progresses, you'll hear from us to schedule a [Type of Interview - e.g., phone screen, initial interview].

We appreciate your patience. If you don't hear from us by [Date - e.g., one week from the review completion date], please consider your application unsuccessful at this time. We encourage you to apply for other open positions at [Company Name] that match your skills and interests.

Thanks,

The [Company Name] Team

## Request for Additional Information Email

Subject: Request for Additional Information

Hi [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team.

To move forward with your application, we would like to request some additional information:

- **Portfolio Samples:** Please share any relevant work samples or projects that showcase your skills.
- **References:** Could you provide contact details for two professional references?

Feel free to reply to this email with the requested information at your earliest convenience. If you have any questions, don't hesitate to reach out.

Looking forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Interview Invitation Email

Subject: Interview Invitation - [Job Title] at [Company Name]

Hi [Candidate Name],

We're excited to invite you to the next stage of our interview process for the [Job Title] position at [Company Name].

Here are the details:

- **Interview Format:** [e.g., In-person, Virtual (Video Call)]
- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration]
- **Location:** [Address, or Virtual Meeting Link: e.g., Google Meet Link, Zoom Link]
- **Interviewers:** [Names and Titles of Interviewers]

During this interview, you'll have the opportunity to learn more about the role and [Company Name], and we'll be able to learn more about your skills and experience. Feel free to bring any questions you may have.

Please confirm your availability by replying to this email by [Confirmation Deadline]. If the proposed time doesn't work for you, please suggest alternative times that fit your schedule.

We look forward to speaking with you!

Best regards,