

2 Recruiting Bilingual Candidates Email Template

Follow-up Email After Application

Subject: Thank You for Your Application!

Hi [Candidate's Name],

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

We received your application and are currently reviewing your qualifications. As a bilingual candidate, your skills are highly valued, and we're excited to learn more about your experience.

If you have any questions or need further information during this process, feel free to reach out to us at [Contact Information].

We will be in touch soon with the next steps.

Thank you once again for your application.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Request for Language Proficiency Assessment

Subject: Language Proficiency Assessment - [Candidate Name]

Hi [Candidate Name],

Thanks for your interest in [Company Name] and for taking the time to interview for the [Job Title] position!

As part of our hiring process, we'd like you to complete a short language proficiency assessment to help us evaluate your skills in [Language]. This will help us understand how well you can communicate in [Language] for this role.

Please click on the link below to access the assessment:

[Assessment Link]

The assessment should take approximately [Time] to complete. Please complete it by [Date].

If you have any questions or encounter any issues, please don't hesitate to reach out to me.

We appreciate your cooperation!

Best regards,