

# 4 Recruiting Text Messages to Candidates for Different Scenarios

## Initial Outreach Text Message

Subject: Exciting Opportunity at [Company Name] - [Job Role]

Hi [Candidate's Name],

I hope this message finds you well! I'm [Your Name], a recruiter at [Company Name]. We're currently looking for talented individuals for the [Job Role] position, and your background caught our attention.

Would you be open to a quick chat to discuss this opportunity further? Let me know a time that works for you.

Looking forward to hearing from you!

Best, [Your Name] [Your Contact Information]

## Interview Scheduling Text Message

Subject: Interview Confirmation

Hi [Candidate's Name],

We are excited to move forward with your application and would like to schedule an interview with you. Here are the details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address/Video Link]

Please let us know if the scheduled time works for you or if you need to reschedule. If it's a video interview, ensure your internet connection is stable and your device is ready.

Looking forward to our conversation!

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

## Reminder Text Message Before Interview

Subject: Friendly Reminder: Interview Tomorrow!

Hi {{Candidate Name}},

Just a quick reminder about your interview with {{Interviewer Name}} at {{Time}} tomorrow, {{Date}}, at {{Location/Virtual Meeting Link}}.

Please let us know if anything changes. We're excited to chat with you!

Best,

The {{Your Company Name}} Team

## Follow-Up Text After Interview

Subject: Thank You for Your Time

Hi [Candidate's Name],

Thank you for taking the time to interview with us for the [Job Title] position. We enjoyed our conversation and learning more about your experience and skills.

We are currently in the process of reviewing all candidates and will get back to you with an update by [Timeline]. In the meantime, if you have any questions or need further information, feel free to reach out.

Thank you once again for your interest in joining our team. We appreciate it!

Best regards,