Email Script

Hi (applicant),

Thank you for applying for the role of XXX with our company.

We are looking forward to meeting you to see if you are a fit for us.

The first step in the interview process is a 15 min phone meeting.

Here are our available times (list of 3-4 times).

Please email back within 48 hours to let us know what time suits best and provide us with the number that you wish to be called on.

(Name) will then call you at the time you choose for the first stage of the interview process.

Looking forward to meeting you,

Best,

(Your name)

THEPRACTICEMACHINE