

One thing is to make it clear to the coaches that they will be using their own Zoom, rather than company-wide one for these CV appointments. Put that in the link below. And send them a separate email to say same.

For confirming CV meetings for AGENCY clients

Subject for email:

Confirmation of your CV meeting with Madeleine Hughes

To:

Client

BCC – essential to include this address

admin@slinuacareers.com

Hello ???,

To confirm your CV Prep meeting with me, as follows:

Date: ???

Time: ???

Duration: The meeting will last approximately 25 minutes.

Full details of our meeting are available [HERE](#), including the steps you have to take now and in the days before the meeting.

Please note we also supply a cover letter with your CV.

Teaching is one of our specialities and on our site we have assembled quite a deal of info of relevance to teaching. You can access that info here: <https://slinuacareers.com/category/teaching/>
We have a special online questionnaire for jobs in the education sector. Please go [HERE](#) to fill it out, and it will automatically sync to me - this helps us create a better end product for you.

Please confirm receipt of this email at your convenience. My number is 087 356 9551 if you need to contact me for any reason beforehand.

I look forward to creating a CV that helps to sell you into your chosen position(s).

Kind regards,

Madeleine.

Use the note below if you are sending to a Hotmail address. In that case, you send from your Gmail account. Video on how to do that here: <https://bit.ly/2wYxKI5>

If you're not sending to a Hotmail account, remove this note each time.

PS: I am sending you this email from my work Gmail account as we sometimes have a problem with @slinuacareers.com emails sent to Hotmail accounts ending up in spam or junk.

Below is for HQ use only when we need to use this template

Subject for email:

Confirmation of your CV meeting with Madeleine Hughes

CC – essential to include this address

madeleine.hughes@slinuacareers.com

BCC – essential to include this address

admin@slinuacareers.com

Hello ???,

To confirm your CV Prep meeting with Madeleine Hughes (copied), as follows:

Date: ???

Time: ???

Duration: The meeting will last approximately 25 minutes.

Your phone number: ???

Full details of the meeting are available [HERE](#), including the steps you have to take now and in the days before the meeting.

Please note we also supply a cover letter with your CV.

Teaching is one of our specialities and on our site we have assembled quite a deal of info of relevance to teaching.

You can access that info here: <https://slinuacareers.com/category/teaching/>

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Please confirm receipt of this email at your convenience.

Kind regards,

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