

Hi [FIRST NAME],

Thank you for applying to the [ROLE / TITLE] at [COMPANY NAME]! The team was very impressed by the thoughtfulness of your application.

As a next step, I'd love to meet you for a 30-minute Zoom interview.

What does your schedule look like next Tuesday - Thursday? If these options don't align with your schedule, please let me know and we can find a time that works.

Looking forward to hearing from you.

[YOUR NAME]