

**Phone Screening:**

**Subject:** Next Steps – [Job Title] at WhiteWater Express

Hello **[applicant\_first\_name]**,

Thank you for applying for the **[job\_title]** role at WhiteWater Express. I'd like to connect with you to discuss your background and potential fit for the position.

Could you please provide a few days/times you're available, along with the best phone number to reach you for a quick call?

I look forward to learning more about your experiences and aspirations.

Best Regards,  
[my\_full\_name]  
WhiteWater Express

**In Person Interview Request:**

**Subject:** Interview Invitation – **[Job Title]** at WhiteWater Express

Hello **[applicant\_first\_name]**,

Thank you for your interest in the **[job\_title]** position at WhiteWater Express.

We would like to invite you to an **in-person interview** to further discuss your qualifications and potential fit for the role. Please let us know your availability over the next few days so we can schedule a convenient time for you to visit our office.

Thank you again for your interest, and we look forward to continuing the process with you!

Best Regards,

[my\_full\_name]  
WhiteWater Express

**Confirming In Person Interview:**

**Subject:** Interview Confirmation – **[Job Title]** at WhiteWater Express

Hello **[applicant\_first\_name]**,

Your interview is confirmed! Please see the details below:

**Location:** [Enter Address]

**Time:** [Enter Time]

**Point of Contact on Arrival:** [Enter Contact Name]

We look forward to meeting you in person and continuing our conversation. If anything changes with your schedule, or if you need directions, please don't hesitate to email me or give me a call.

See you soon,

[Your Name]

[Your Job Title]

[Your Contact Information]

#### **Google Meet/ Virtual Interview Request:**

**Subject:** Virtual Interview Invitation – [Job Title] at WhiteWater Express

Hello [applicant\_first\_name],

Thank you for applying for the **[job\_title]** position at WhiteWater Express. We were impressed with your qualifications and would like to invite you to a **virtual interview via Google Meet**.

Could you please share a few days and times that work best for you so we can schedule the call at a convenient time?

We look forward to connecting and learning more about your experience.

Best regards,

[my\_first\_name] [my\_last\_name]

[my\_email]

#### **Confirming Google Meet/Virtual Interview Request:**

**Subject:** Interview Confirmation – [Job Title] at WhiteWater Express

Hello [applicant\_first\_name],

We're pleased to confirm your **virtual interview** for the **[job\_title]** position at WhiteWater Express. Please find the details below:

**Date:** [Insert Date]

**Time:** [Insert Time & Time Zone]

**Location:** Google Meet (link below)

**Meeting Link:** [Insert Google Meet Link]

**Interviewer(s):** [Insert Names/Titles]

If you have any issues accessing the meeting link or need to reschedule, please don't hesitate to reach out to me at [my\_email] or [my\_phone\_number].

We look forward to speaking with you and learning more about your experience.

Best regards,

[my\_first\_name] [my\_last\_name]

[my\_title]

WhiteWater Express