TEMPLATE: ARE YOU STILL INTERESTED IN THE JOB? EMAIL FOR A PAST CANDIDATE

Email Subject Line: New Job Opportunity at [Your Company] —[Job Title]

Hi [First Name],

I hope this email finds you well. I know you applied to our [Previous Role] back in [Month or Year], and while [we went in a different direction then, or we paused our search because of the Covid-19 pandemic], we kept you top of mind.

A [Job Title] position just opened up at [Your Company] and given your [Detail About the Candidate], I think you’d be a great fit.

I’d love to reconnect, discuss the role and hear about what you’ve been up to since we last spoke. Would you be available for a quick phone call on [Date/Time]?

I hope you and your loved ones are safe and healthy, and I look forward to hearing from you soon.

Best,

[Your Name]

[Your Email Signature]