### Example 10: Inviting a Former Interviewee to Interview for a New Position

Subject Line: [Company]: New [job title] Opportunity

Hi [Candidate’s name],

[Warm greeting and recognition of previous job interview]

[Explanation that you kept the candidate’s resume on file]

[Introduction of the new job role that has opened]

[Invitation to set up an interview]

[Questions about interview date and time]

[Link to job description]

[Invitation to reach out with questions]

[Polite closing and contact information]