

USA STARTER KIT - EMAIL SCRIPT

1. Example Email

Subject: Your Interest In **AI/ML Engineer** role at XYZ Co.

Email Body:

Hey **[CandidateName]**,
Thanks for applying.

I've reviewed your application and feel you would be a great fit for the **AI/ML Engineer** role. I would like to schedule a call with you to take things forward.

Would you be free on **DD/MM/YYYY at XX:XX AM (put this as per their time zone)** to get on a call? Reply with your phone number and I'll get back to you.

Best regards,

2. Cold Email when you find a candidate for a specific job

Subject: An opportunity you don't want to miss!

Email Body:

Hi **[CandidateName]**, Your experience working at **[Current Company]** makes you a great fit for the **[Job Title]** role at **[New Company Name]** headquarters in New York. If you're interested in exploring this opportunity and learning more about the compensation, benefits & culture, reply to this email with your phone number and the time you'd like me to call you.

Look forward to hearing from you!
Best regards,

3. Rejecting A Candidate

Subject – Your Job Application To **[JobTitle]**

Email Body:

Hi **[Candidate Name]**, Thank you for taking the time to pursue this opportunity.

Unfortunately, we will not be going further with your application for the **[Job Title]** role because of **[Reason]**. We will keep in touch and inform you about new opportunities which might be a good fit for you.

We wish you all the best for your career.
Best regards,

4. Updating candidate on their progress

Subject – Update From [Agency Name] On Your Job Application

Email Body:

Hey [Candidate Name], Hope you are doing well! Just wanted to give you an update on your application for [Job Title]. Your application has been moved to the [Hiring Stage] stage.

We will be reaching out to you soon.

Best Regards,

Example

Subject – Update from Netsky Consultancy On Your Job Application

Email Body:

Hey Mark,

Hope you are doing well! Just wanted to give you an update on your application for Marketing Manager. Your application has been moved to the Shortlisted stage. We will be reaching out to you soon. Best Regards,

[Link](#)