Skype interview invitation email template | Workable

**Email subject line:** Invitation to Skype interview – [*Company\_name*] / Skype interview with [*Company\_name*] for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

Thank you for applying to [*Company\_name*].

My name is [*Your\_Name*] and I’m a [*recruiter/the hiring manager*] at [*Company\_name*.] I would like to schedule a Skype call with you to discuss about your application for the [*Job\_title*] role.

I’d like to tell you more about [*Company\_name*] and get to know you a bit better.

Skype interviews are a part of the initial stages of our hiring process. Would you be available for a short introductory Skype call [*give a specific timeframe – like, early next week?*]

Please note that in order to conduct this video call, I will need your Skype account details before the interview date.

Looking forward to hearing from you,

All the best / Kind regards,

[*Your name*]

[*Signature*]