Recruiting bilingual candidates email template | Workable

**Subject line:** [*Company\_name*] is looking for a [*job\_title*] / Interested in joining our team at [*Company\_name*]?

Hi [*Candidate\_Nam*e],

I am [*your\_name*], [*your job\_title*] at [*Company\_name*].

I found your profile on [*add specific website or social network*] / I got your resume through [*e.g. community or college*] and I was impressed with your background. [*It’s best to include a specific achievement that grabbed your attention.*]

Here, at [*Company\_name*], we are always looking to foster a multicultural work environment and currently, we have an opening for a [*job\_title – add link to the job description.*] We are looking for someone who’ll [*e.g. act as our company representative for our global clients / create engaging online content to attract global clients / support our international customer base.*]

Your language skills along with your [*e.g. customer service*] experience would be great assets to our team. [*Mention benefits and perks that you offer, e.g. “Our benefits package includes college tuition assistance for you and your family members.” or “We offer daily meals with diverse food cuisines and organize regular in-house events for our expats.”*]

I’d like to tell you a little more about this position and learn a few things about you, as well.

Are you available [*include date and time or a period of time, e.g. “sometime this week”*]? If so, I’d be happy to set up a call. I’m also happy to coordinate via email or LinkedIn, if you prefer.

I hope you have a great day,

[*Your name*]

[*Signature*]