

# Phone Interview Schedule Email

Subject Line: Phone interview invitation with [Insert Company Name] for the [Insert Title] position.

Dear [Insert Candidate Name],

Thank you for your interest in [Insert Company Name]. My name is [Insert Your Name] and I'm the Hiring Manager. I would like to arrange a time to speak with you over the phone to discuss your application for the [Insert Title] position and tell you more about [Insert Company Name].

Are you available for a short phone call on [Insert Date/Time or Multiple Date/Time Options]?

I look forward to hearing back from you soon.

Kind Regards,

[Insert Signature]

[Insert Your Name]  
[Insert Your Title]