

COMMUNICATING EFFECTIVELY IN YOUR JOB SEARCH:

18 Email Templates for Job Seekers



Table of Contents

- Introduction** _____ 3
- Networking** _____ 4
 - Requesting an Informational Interview With a New Contact _____ 5
 - Requesting an Informational Interview With Someone You Know _____ 6
 - Requesting an Informational Interview With a Mutual Contact _____ 7
 - Following Up After a Networking Event _____ 8
- Applying to Jobs** _____ 9
 - Reaching Out to References _____ 10
 - Following Up on an Application _____ 11
- Responding to Interview Invitations** _____ 12
 - Accepting an Interview Request _____ 13
 - Asking for More Information Before Accepting _____ 14
 - Declining an Interview Request _____ 15
 - Rescheduling an Interview _____ 16
 - Canceling an Interview _____ 17
 - Contacting the Employer if You Missed an Interview _____ 18
 - Saying “Thank You” After an Interview _____ 19
- Negotiating Salary** _____ 20
 - Responding to a Below-Average Offer _____ 21
 - Negotiating for a Higher Offer Based on Your Qualifications _____ 22
 - Receiving a Higher Offer from Another Employer _____ 23
- Responding to Disqualification** _____ 24
 - Responding to Disqualification After Applying _____ 25
 - Responding to Disqualification After Interviewing _____ 26
- Conclusion** _____ 27

INTRODUCTION

Proactive and effective communication is essential to all aspects of your job search – without it, you have a minimal chance of landing your next role. Networking, applying to jobs, negotiating salary, responding to disqualification, or even resigning from your current position all require thoughtful and professional communication; otherwise, you risk alienating your potential employer.

Despite the necessity of clearly communicating in your job search, some job seekers still fail to respond to employers. According to iHire's [2022 State of Online Recruiting Report](#), **52.1% of employers cited “unresponsive candidates” – or “ghosting” – as one of their biggest recruiting challenges.**

Undoubtedly, it's overwhelming to craft the perfect response to a hiring manager or note to your newest networking contact. To simplify your communications, use the following 18 email templates at every stage of your job search journey.

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NETWORKING

You've heard the phrase, "It's not what you know, it's who you know," and that couldn't be truer than when it comes to looking for a job. Networking can give you a huge advantage in your job search by widening your professional sphere and making contacts that can turn into referrals. Informational interviews are also great ways to learn more about a career path or company while building your professional network.

75.5%
of employers say they
use referrals in their
recruitment efforts.



REQUESTING AN INFORMATIONAL INTERVIEW WITH A NEW CONTACT

While the main goal of an informational interview isn't necessarily to get a job, meeting with someone who can give you insights into a particular career, workplace, or industry is invaluable.



Subject Line: Informational Interview Request With [Contact Name]

Hello [Name],

I hope this email finds you well. I recently found your contact information on [LinkedIn, Company Website, etc.] and thought your career path working at [Company] to be very noteworthy. I am interested in learning more about [reason for informational interview], and would greatly appreciate an opportunity to talk with you for 15–20 minutes to ask you some questions about your experience.

If you're available to speak with me next week, I would be grateful for any insights you can share. Please let me know what day would work best for you.

You can learn more about me on my LinkedIn profile [or Portfolio Website] here: [link to profile].

Thank you,
[Your Name]

REQUESTING AN INFORMATIONAL INTERVIEW WITH SOMEONE YOU KNOW

An acquaintance or friend can be a great source of information, and they're likely willing to help you out, too. You can be less formal in your request, depending on how well you know the person.



Subject Line: Chatting About Your Career Path

Hi [First Name],

I hope your day is going well. Do you have some time this week to meet up for coffee and a chat? I'm [reason for informational interview] and I know you have experience in this area. I'd really appreciate any insights you can provide into your career path.

Let me know when you have some availability and we'll connect.

Thanks,

[Your Name]

REQUESTING AN INFORMATIONAL INTERVIEW WITH A MUTUAL CONTACT

When researching a potential informational interviewee, start with someone you've met in person or a mutual connection you have on LinkedIn. In your informational interview email, mention how you know them and any previous contact you may have had.



Subject Line: Informational Interview Request, Writing at Suggestion of [Mutual Contact]

Hi [First Name],

I hope this email finds you well. I am currently [reason for informational interview] and [Mutual Contact] suggested you would be a good source of information. I am currently [current employment or student status] and would appreciate your insights into the industry.

I'm hoping you might have 15–20 minutes to meet with me in person or virtually in the next few weeks. Please let me know if this might be possible and what dates and times are most convenient for you. I look forward to hearing from you.

Thanks,

[Your Name]

FOLLOWING UP AFTER A NETWORKING EVENT

After introducing yourself to new contacts, trying to remember everyone's names, and constantly striving to make the best impression at an all-day networking event, you're probably ready to relax and forget about networking for a little while. Don't fall into the trap.

Send the people you're interested in maintaining a professional relationship with a short email to remind them of your interaction, and ask to talk with them in the future to continue the connection.

Subject Line: Connecting With You After [Event Name]

Dear [Name],

I hope you enjoyed the rest of [Event Name]! I keep thinking about your presentation and our conversation about [presentation topic]. I've thought of some more questions regarding [1-2 specific points], and was wondering if you were free one day next week to discuss them over lunch?

Sincerely,

[Your Name]

APPLYING TO JOBS

Often, when applying to jobs, you'll have to contact references or follow up on an application. In either case, be respectful of the other person's time.



REACHING OUT TO REFERENCES

Most job applications will ask you for professional (and sometimes personal) references. Before adding former colleagues to your list, make sure to ask if they're OK with being a reference, and get their current contact information. Then, give them a brief overview of what you'd like them to say about you.



Subject Line: Reference Request for [Your Name]

Hi [First Name],

I am applying to a [Job Title] position at [Company] and would like to include you as a reference. If you're willing to speak on my behalf, could you send me your current email and phone number?

The position will be [details about job duties], so if you could mention the work I did at [former Company] on [project relating to new job], I would appreciate it.

Thank you,

[Your Name]

FOLLOWING UP ON AN APPLICATION

Following up after submitting an application is a vital step in increasing your chance of landing an interview. When following up via email, include details to easily identify yourself to minimize the work the hiring manager must do to find your application. Let them know you are still interested in the role, and give a reason why you think you'd be a good fit for their team. End the email with your contact info and a message that you can provide anything else they need to make their decision.



Subject Line: Inquiring on the Status of [Your Name]'s Application to [Job Title]

Dear [Name],

I applied on [Date] for the [Job Title] position with [Company], currently advertised on [Website]. I would like to inquire about the status of this position, confirm receipt of my resume, and further express my interest in this exciting opportunity.

I'm very interested in working for your company and joining your accomplished [team/ dept. name] team. I believe that I bring a unique set of skills that would make me an ideal fit for the position, including extensive [list three relevant skills].

I would be glad to resubmit my application and resume if needed or provide any further information that might be helpful regarding my candidacy. I can be reached at [phone number] or by email at [email]. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your Name]

RESPONDING TO INTERVIEW INVITATIONS

Congratulations! You've been invited to interview and are ready to move forward in the next step of the hiring process. However, there are many ways to respond to an interview invite depending on your situation.



ACCEPTING AN INTERVIEW REQUEST

If you are planning on accepting the interview request, you'll want to reply quickly and enthusiastically, ideally the same day you receive the invitation. Begin your reply by thanking the hiring manager for the opportunity. Then, you can either accept the time they suggest if it fits in your schedule, or offer alternative times for when you'll be available.



Hi [Name],

Thank you for reaching out with the opportunity to interview for the [Job Title] position. I am free to meet on [Date, Time], or if that doesn't work, I'm available [Date, Time]. I'm excited to speak with you and discuss how I can be a great fit for [Company].

Please let me know if there is any additional information I can provide before our meeting.

Thank you again for your consideration, and I look forward to speaking with you.

Sincerely,

[Your Name]

ASKING FOR MORE INFORMATION BEFORE ACCEPTING

You may have a few questions about the position before fully committing to the interview. In this case, make sure you thank the hiring manager and note your interest in accepting upfront, and then ask your questions. End your email by thanking them again and reiterating your interest in the position.



Hi [Name],

Thank you for the opportunity to interview for the [Job Title] position at [Company]. I am very interested in the position, but I have just a few quick questions before I'm able to schedule an interview. Could you clarify:

How would this position fit into the department?

What are the most valuable strengths a candidate can bring to the role?

What is the salary range offered with this position? [Note: You might not get a direct answer if this is a first interview.]

I look forward to hearing back from you and scheduling the interview.

Thank you for your consideration,

[Your Name]

DECLINING AN INTERVIEW REQUEST

There may be some instances where you aren't interested in moving forward with a position. When declining an interview request, reply quickly and courteously to the hiring manager. If you change your mind, you don't want to have burned any bridges or ghosted them completely.



Dear [Name],

Thank you for contacting me to speak with you about the [Job Title] position. However, I regret that I will have to decline the interview at this time.

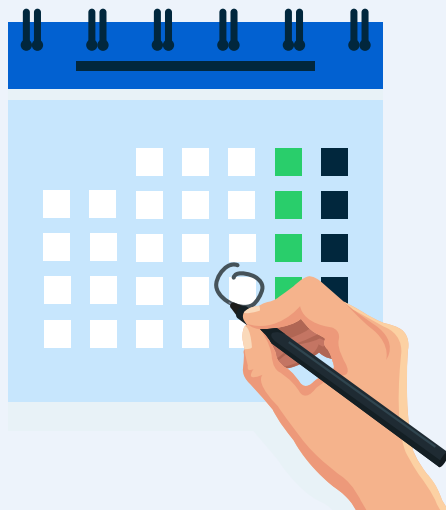
I appreciate the opportunity, and I wish you luck in your candidate search.

Thank you for your consideration,

[Your Name]

RESCHEDULING AN INTERVIEW

If you've already accepted the interview, but something comes up and you need to reschedule, don't fret. Usually, hiring managers know life can be unpredictable and are willing to accommodate changes. Send your email as soon as possible, though; don't wait until the last minute to reschedule. Express your regret at having to change the time and give them several options for when you'll be available.



Subject Line: Rescheduling Interview With [Your Name]

Hello [Name],

Unfortunately, something has come up and I will not be able to make the scheduled interview we had for [Date, Time]. I have an unexpected personal appointment I need to attend to.

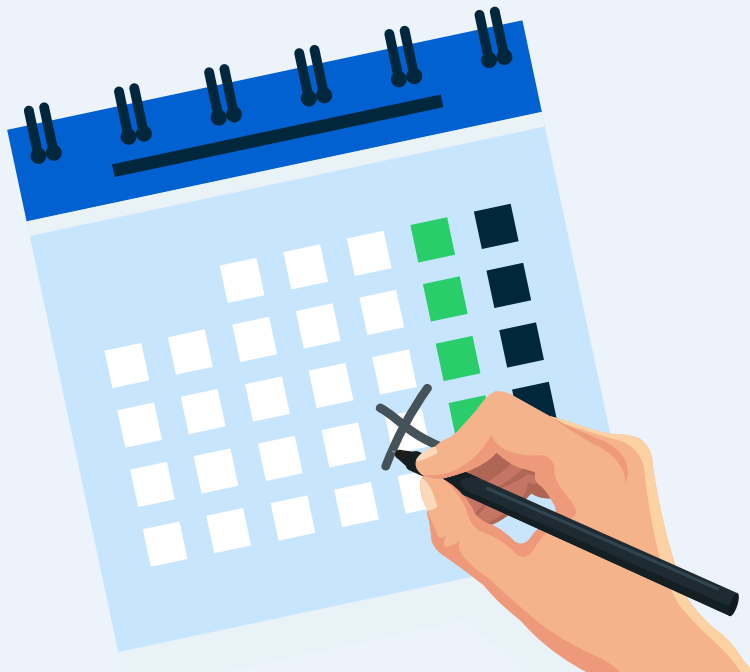
I am still very interested in speaking with you about the [Job Title] position, however, so if you're able to reschedule, I am available [Date, Time].

Thank you for your understanding,

[Your Name]

CANCELING AN INTERVIEW

Canceling an already scheduled interview can sometimes be stressful or awkward, but if you keep a polite, professional tone and express your regret, you won't damage the relationship. Like all responses to an interview request, notify the hiring manager as soon as possible about your decision.



Subject Line: Canceling Interview With [Your Name]

Dear [Name],

Thank you for contacting me about the [Job Title] position at [Company]. Unfortunately, I need to cancel the interview that was scheduled for [Date, Time].

I appreciate your consideration but would like to withdraw my application for this role. I have accepted a position at another company. I wish you luck in your candidate search.

Thank you again for your consideration,

[Your Name]

CONTACTING THE EMPLOYER IF YOU MISSED AN INTERVIEW

If you miss an interview, contact the employer right away. Apologize first, and give as full an explanation as you're willing to share (if you're still interested in the position, a simple "personal reasons" excuse may not cut it). Then, give several options for when you're available next.

Subject Line: Apologies for Missing Our Interview

Dear [Name],

Please accept my apology for missing our scheduled interview this afternoon. My son fell ill at school, and I had to take him to the doctor this morning. I understand this was an inconvenience for you.

I appreciate your understanding and would be interested in rescheduling my interview. I should be available again [Date, Time]. Please let me know what time would be convenient for you.

Sincerely,

[Your Name]

SAYING “THANK YOU” AFTER AN INTERVIEW

You made it through the interview! Now it's time to send a thank you letter to each person who was in your interview. This will demonstrate your gratitude as well as keep your name in the minds of hiring managers as decisions are made.

Thank
you

Subject Line: Thank You for Meeting With Me

Dear [Name],

Thank you very much for the opportunity to interview for the [Job Title] position at [Company]. I thoroughly enjoyed our conversation, and after learning further about [Company] I am even more excited about the possibility of joining your team.

What interests me most about the [Job Title] position is the potential to [task/project], [task/project], and [task/project], and I am confident my skills in [skill], [skill], and [skill] will enable me to excel in this role. As we discussed, my background in [area] coupled with my abilities in [skill] and [skill] align quite well with your department's objectives for the coming year. After our meeting, it also occurred to me that my experience in [area] will be valuable as well.

Thank you again for your time and consideration. Please let me know if there is anything further I can provide at this stage in the process. I look forward to hearing from you soon and can be reached directly at [phone number] or [email address].

Sincerely,

[Your Name]

NEGOTIATING SALARY

Once you've been offered the job, you'll need to discuss salary. Negotiating your salary for a new position can be awkward, especially if you aren't prepared. Before you reply to an offer, research the salary range for the position in your area and compare that to your experience and what you bring to the table. Once you know what you're worth, you can negotiate confidently.



RESPONDING TO A BELOW-AVERAGE OFFER

If the initial offer is too low, reply respectfully and reiterate your interest in the position, but show that you've done your research and know how much you should be paid. Give the employer a number above your desired salary and be prepared to negotiate down.



Dear [Name],

Thank you for getting in touch! I'm very excited for the opportunity to work at [Company Name] as a [Job Title].

With my [2–3 qualifications/skills or summary of major past achievements], I am certain that I will achieve great results for [Company Name]. Before I sign the offer, however, I would like to discuss base salary. According to my research, the average salary for comparable positions in the [work location] area is in the [salary range] range. I would like to discuss the possibility of moving the offer closer to [proposed salary].

Again, I am thrilled to have been offered this position. I look forward to speaking with you again soon.

Sincerely,

[Your Name]

NEGOTIATING FOR A HIGHER OFFER BASED ON YOUR QUALIFICATIONS

If the offer is in the average range but you know you deserve more based on your qualifications, you can certainly ask for more. Again, be respectful and demonstrate why you think your skills and experience merit a higher pay.

Dear [Name],

I was thrilled to receive your email! Thank you so much for the [Job Title] opportunity.

Before I can formally accept the proposal, I need to discuss base salary. With my [2–3 industry-specific sources of value] and history of [summary of achievements], I know I will bring great value to [Company Name]. Because of my [experience/history] of [qualifications], I was really looking for an offer closer to [proposed salary].

I am still very excited about the offer, and would love to talk about the possibility of moving my starting wage closer to this number. I am open to bridging the pay gap through alternative means, such as [benefit #1] or [benefit #2] if necessary.

Regards,

[Your Name]

RECEIVING A HIGHER OFFER FROM ANOTHER EMPLOYER

You may find yourself in a situation where you've received a higher offer from another company, but you'd rather work for the employer with the lower offer. In this case, you should be upfront about the other offer and ask your preferred company if they can meet it (either through salary or salary plus benefits.)



Dear [Name],

Thank you so much for the [Job Title] job offer! I am excited for the chance to work with [Company] in this capacity.

I need to discuss starting pay, however. Though your company is my first choice, I have received an offer for [other salary offer] from a different organization. If you can match this figure, I am fully prepared to accept the terms of your offer.

Again, I am highly interested in this opportunity. I look forward to achieving great results at [Company Name]!

Best,

[Your Name]

RESPONDING TO DISQUALIFICATION

The worst part of looking for work is hearing, “Thanks, but no thanks” from potential employers. Whether you’ve gone through several rounds of interviews or just submitted your resume, getting turned down for a role you really like is always tough. However, by responding graciously to a job disqualification, you may be able to transform disappointment into opportunity.



RESPONDING TO DISQUALIFICATION AFTER APPLYING

Being disqualified based on your resume is a tough pill to swallow, but don't just delete the email and move on. A short, polite thank you will go a long way if you decide to apply for another job at the company in the future.

Hello [Name],

Thank you for informing me of my application status. While I'm disappointed to hear I was not selected to proceed to the interview stage, I am still excited about the opportunity to work at [Company] and will keep an eye out for roles I may be better suited for in the future.

Thank you for your consideration,

[Your Name]

RESPONDING TO DISQUALIFICATION AFTER INTERVIEWING

Finding out you're disqualified after interviewing is painful, especially if you thought it would go differently. Responding graciously is important in this situation. It shows you can remain professional and will leave a good impression that may lead to a different job.

Hi [Name],

Thank you for following up and informing me of your decision. Although I'm disappointed to learn I wasn't selected for the [Job Title] opening, I truly enjoyed meeting you and the other members of the [Company] team.

I'm excited to see how everything goes with [project or product discussed during the interview], and I'll be rooting for [Company]'s success.

Thanks again for the opportunity, and if there's anything I can help with in the future, please keep me in mind.

Regards,

[Your Name]

CONCLUSION

These templates will help you clearly and effectively communicate with employers, hiring managers, and networking contacts as you pursue your next career move. Use the templates you need for your situation, and feel free to modify or create your own verbiage when you become more confident in your outreach. The most important aspect to remember is to reply as quickly as possible, and especially refrain from ghosting the hiring employers altogether.

Good luck in your search!



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