Subject Line: [COMPANY NAME]: New [JOB TILE] Opportunity

Hi [FIRST NAME],

I hope this finds you well! I know you applied to the [PREVIOUS JOB TITLE] role at [COMPANY NAME] back in [MONTH/YEAR], and while we went in a different direction then, we kept your resume on file.

A new [OPEN JOB TITLE] role just opened up on the [DEPARTMENT] team that I think you’d be an excellent fit for.

We’re currently conducting interviews for the role, and I would love to set up a time for you to talk to [INTERVIEWER], the hiring manager. Are you available for a [LENGTH OF INTERVIEW] phone call sometime this week? I’ve highlighted a few date and time options below, let me know if any of them work for you.

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Here is a link to the job description on our website. [INCLUDE LINK]. If you have any questions about the role, give me a call at [PHONE NUMBER].

Thanks, [FIRST NAME]! Looking forward to hearing from you soon.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]