

30 Templates for Text Recruiting

Sourcing Campaign

- Hi, **FIRST NAME**, we're hiring **CAMPAIGN NAME** for our **LOCATION NAME**. Details ([URL/LINK](#)) Interested? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi, **FIRST NAME**, still thinking about working for **COMPANY NAME**? Current openings ([URL/LINK](#)). Happy to tell you more! -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, we have a job that seems like a great match for you. Check it out! ([URL/LINK](#)) Can we talk this week? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, we have an urgent need for **JOB TITLE**. Details ([URL/LINK](#)). You have time for a brief call today or tomorrow? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, we're interviewing for **JOB TITLE**, **DATE & TIME**. Your skills seem a good fit. Interested? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, a job just opened up that seems perfect for you. Details ([URL/LINK](#)). Like to talk? -Jane (Recruiter @ [COMPANY NAME](#))

Open House, Career Day, Hiring Event

- Hi **FIRST NAME**, we're having an open house, with games, refreshments, career opportunities. **DATE & TIME**, Directions ([URL/LINK](#)). Want to come? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, our career fair is **DATE & TIME**. Directions ([URL/LINK](#)). Can you make it? -Jane (Recruiter @ [COMPANY NAME](#))

- Hi **FIRST NAME**, we're hosting an awesome hiring event, with many great jobs. To hear more ([URL/LINK](#)). Can you make it? -Jane (Recruiter @ [COMPANY NAME](#))

Campus Recruiting

- Hi **FIRST NAME**, **COMPANY** will be on campus **DATE & TIME**, to tell you of career opportunities opening up soon. Can you stop by? -Jane (Recruiter @ [COMPANY NAME](#))

Prescreen

- Hi **FIRST NAME**, impressive application for our **JOB TITLE** position! We'd like to schedule a phone interview. When is good for you? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, thanks for applying for our **JOB TITLE** position. When's a good time for a phone interview? -Jane (Recruiter @ [COMPANY NAME](#))

Assessment

- Hi **FIRST NAME**, I sent you a link to the online assessment for the **JOB TITLE** position. Did you get it? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, I noticed you haven't completed the online assessment for the **JOB TITLE** position. Any questions I can answer? -Jane (Recruiter @ [COMPANY NAME](#))

Interview Confirmation

- Hi **FIRST NAME**, we can't wait to meet you at your interview **DATE & TIME**, Directions ([URL/LINK](#)). Any questions I can answer? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, your interview for the **JOB TITLE** position is **DATE & TIME**, Directions ([URL/LINK](#)). We're eager to meet you! -Jane (Recruiter @ [COMPANY NAME](#))

Interview Day

- Hi **FIRST NAME**, your interview is today for **JOB TITLE** position, **TIME**, Directions ([URL/LINK](#)). Go get 'em, Tiger! -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, today's the day, your interview for **JOB TITLE** position, **TIME**, Directions ([URL/LINK](#)). Best of luck! -Jane (Recruiter @ [COMPANY NAME](#))

Start Day Confirmation

- Hey there **FIRST NAME**, woohoo! You're joining [COMPANY NAME](#) as **JOB TITLE**. See you **DATE & TIME**. Any questions? -Jane (Recruiter @ [COMPANY NAME](#))
- Hey there **FIRST NAME**, we're so happy you're joining [COMPANY](#) as **JOB TITLE**. See you **DATE & TIME**. Any questions? -Jane (Recruiter @ [COMPANY NAME](#))

New Hire Paperwork

- Hey, **FIRST NAME**, welcome to [COMPANY NAME](#)! Don't forget, your new hire paperwork must be completed by **DATE**. Any questions? -Jane (Recruiter @ [COMPANY NAME](#))

Employee Referral Program

- If you love working here, we bet your friends will too. Refer them and earn money. Any questions? -Jane (Recruiter @ [COMPANY NAME](#))
- Need extra cash? Refer your friends to our current openings ([URL/LINK](#))! Any questions? -Jane (Recruiter @ [COMPANY NAME](#))

Internal Career Announcement

- We're now hiring for **JOB TITLE**. Want to throw your hat in the ring? -Jane (Recruiter @ [COMPANY NAME](#))
- We have a new opening for **JOB TITLE**. Any interest? -Jane (Recruiter @ [COMPANY NAME](#))

Responses

- Hi **FIRST NAME**, thanks for your interest in the **JOB TITLE** position. It's at **LOCATION**. What questions can I answer? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, thanks for inquiring about the **JOB TITLE** position. It's full time. Can we talk? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, so glad you're interested in the **JOB TITLE** position. How's **DATE & TIME** sound for an interview? -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, we've got a lot of great gigs. Check 'em out! ([URL/LINK](#)) -Jane (Recruiter @ [COMPANY NAME](#))
- Hi **FIRST NAME**, we're hiring for multiple positions. Check 'em out! ([URL/LINK](#)) -Jane (Recruiter @ [COMPANY NAME](#))