

An email to invite someone to a job interview

Learn how to write an email to invite someone to a job interview.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. to be located in/on somewhere
2. to get to know someone
3. a reference
4. scheduled
5. inconvenient
6. to rearrange something

Definitions

- a. planned to happen at a fixed time
- b. difficult or causing problems
- c. to change the time, position or order of something
- d. to learn more about a person
- e. a recommendation from a person who knows you
- f. to be in a particular place

An email to invite someone to a job interview

From: Maja Jakobsson, HR Officer

To: Sanjay Chaudhary

Subject: Invitation to interview at Purple Cloud

Dear Mr Chaudhary,

Thank you for applying for the position of software engineer at Purple Cloud. We would like to invite you for an interview at our Stockholm office.

Your interview is scheduled for Thursday 3 April, at 2 p.m. If this time or date is inconvenient for you, please contact me as soon as possible to rearrange the interview.

At the interview, you will meet our head of HR, Mr Liam Andersson, and our head of IT, Ms Elsa Wallin. They will be telling you more about the job and getting to know you better. You will also have the opportunity to ask questions about the position and the company, and to see the office. The interview will last for about 60 minutes. Please bring two references with you for the interview.

Our offices are located on Kungsbron 2, which is a six-minute walk from Stockholm Central Station. When you arrive, please ask for Mr Liam Andersson at the reception.

We look forward to hearing from you soon.

Best regards,

Maja Jakobsson
HR Officer

.....

Tips

1. In your email, remember to thank the candidate for their application.
2. Remember to include information about:
 - **What** position the interview is for and what will be discussed at the interview.
 - **When** the interview will take place.
 - **Who** to contact if there is a problem, who will be interviewing them and who the candidate should ask for when they arrive.
 - **Where** the interview will be.
 - **How long** the interview will last.
 - **What to bring** – IDs (proofs of identity), references, etc.
3. Write the date in words, e.g. *Thursday 3 April*. Don't write the date in numbers – in some countries 3 April, for example, is 3/4 and in other countries it's 4/3.
4. You can end the email with a set phrase like *We look forward to meeting / hearing from / seeing you soon.*

Tasks

Task 1

Match the answers with the questions.

Kungsbron 2	Mr Andersson and Ms Wallin	Ms Jakobsson	60 minutes
2 p.m. on Thursday 3 April	Software engineer	Mr Andersson	Two job references

1. What position is the interview for?
2. When will the job interview be?
3. Who should Sanjay contact if he can't be in Stockholm on 3 April?
4. Who will be interviewing Sanjay?
5. Who should Sanjay ask for when he arrives?
6. How long will the interview last?
7. Where will the interview take place?
8. What should Sanjay bring to the interview?

Task 2

Write the phrases (1–9) in the correct groups in the box.

1. Dear Mr Chaudhary,
2. Your interview is scheduled for Thursday 3 April at 2 p.m.
3. Thank you for applying for ...
4. You will be able to see the office.
5. It is a six-minute walk from Stockholm Central Station.
6. You will have the opportunity to ask questions about the position.
7. We look forward to hearing from you soon.
8. They will be telling you more about the job and getting to know you better.
9. Our offices are located on Kungsbron 2.

Useful polite phrases	Essential practical information	Telling the candidate what to expect

Task 3

Write the word to fill the gaps.

Dear Sandra,

Thank you for (1) for the position (2) customer service assistant. We (3) like to arrange an interview with you at our offices at 9 a.m. on Thursday 20 December. (4) interview will be with our HR Assistant, Ms Cecil Dubois, and will (5) approximately 30 minutes. During this time, we would like to find out more about your experience and background. The interview will take (6)..... in our offices on 20 rue de Rivoli. When you (7), please ask for me at reception. Please remember to (8) an ID so that you can get a visitor's pass.

We look forward (9) meeting you soon.

Best (10),

Charles Bennett

Discussion

What are your tips for doing well in job interviews? What type of questions have you been asked?

Answers

Preparation task

1. f
2. d
3. e
4. a
5. b
6. c

Task 1

1. Software engineer
2. 2 p.m. on Thursday 3 April
3. Ms Jakobsson
4. Mr Andersson and Ms Wallin
5. Mr Andersson
6. 60 minutes
7. Kungsbron 2
8. Two job references

Task 2

Useful polite phrases	Essential practical information	Telling the candidate what to expect
1	2	4
3	5	6
7	9	8

Task 3

1. applying
2. of
3. would
4. The | Your
5. last | be | take
6. place
7. arrive
8. bring
9. to
10. regards | wishes