

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Invite Job Candidate Back for a Second Interview

Dear :

I enjoyed meeting you and discussing the position of {position} at {company}. Initially, I was quite impressed with your resume. You met and exceeded all qualifications for the position. I would like to arrange a second interview with you regarding the position. Please contact me regarding dates and times.

Sincerely,

N A M E