

Ch: 17 Next Steps in Your Application Process

Subject: [Law Firm Name] - Next Steps in Your Application Process

Dear (Candidate's Name),

I hope this message finds you well. I wanted to express my gratitude for your interest in joining the [Law Firm Name] team as [Position Title]. We appreciate your enthusiasm for the opportunity to work with us.

As a next step in our hiring process, we would like to invite you to a phone interview to learn more about your qualifications and explore how they align with our firm's goals. This initial conversation will help us get to know you better and provide you with insights into our firm's culture and the responsibilities associated with the role.

Before our phone interview, please take a moment to review the following key documents, which will help you prepare for our discussion:

1. Job Description: Please refer to the attached job description for a comprehensive overview of the position's responsibilities and qualifications.
2. Our Firm Overview: To gain insights into our firm's values, culture, and mission, we encourage you to explore the attached firm overview document.

Please propose two or three available dates and times within the next two weeks for the phone interview. Ensure you are available and in a quiet location during the scheduled interview time. Please send us names and phone numbers of three references that we can contact along with a writing sample.

We are excited to learn more about your background and experience. If you have any questions or need further information before our phone interview, please do not hesitate to reach out to me at [Your Email Address] or [Your Phone Number].

Thank you once again for considering a career with [Law Firm Name]. We look forward to speaking with you soon and exploring the possibility of you joining our team.

Best regards,

[Your Name]

[Your Title]

[Law Firm Name]

[Your Email Address]