Application received email

Send it automatically within minutes of the application being submitted. If your system batches emails, never let the gap run past the end of the same business day.

STANDARD AUTO REPLY

Subject: We received your application for [Job Title]

Hi [First Name],

Thanks for applying for the [Job Title] role at [Company]. Your application came through and is now with our recruiting team.

Here's what happens next:

- A recruiter reviews every application for this role.
- If your background is a match, we'll contact you within [Review Window] to set up a first conversation.
- Either way, you'll hear from us about where your application stands.

You don't need to apply again or send your resume separately. If you want to update your contact details or add anything, reply to this email.

Thanks again for your interest,

[Recruiter Name or Recruiting Team]
[Company]

SHORT

Subject: Application received: [Job Title]

Hi [First Name],

This is a quick note to confirm we have your application for [Job Title] at [Company]. We review applications within [Review Window] and will be in touch about next steps.

Questions? Just reply here.

[Company] Recruiting

HIGH-VOLUME / HOURLY

Subject: [First Name], you're in for [Job Title]. Next step inside

Hi [First Name],

Thanks for applying to be a [Job Title] at our [Location] location. We got your application.

You can skip the wait: book your [Duration]-minute interview now at [Scheduling Link]. Interviews run [Days and Hours].

Quick facts about the job:
- Pay: [Pay Rate]
- Shifts: [Shift Details]
- Start date: [Start Date]

Prefer text? We'll message you from [Text Number]. Reply to this email if anything in your application needs fixing.

[Company] Hiring Team

SENIOR OR SPECIALIST ROLE

Subject: Your application for [Job Title] at [Company]

Hi [First Name],

Thank you for applying for the [Job Title] position. I'm [Recruiter Name], the recruiter leading this search, and I'll be your contact throughout the process.

The hiring team and I are reviewing applications over the next [Review Window]. Shortlisted candidates will have a 30-minute call with me first, then meet [Hiring Manager Name], our [Hiring Manager Title].

I'll update you either way by [Update Date]. If anything changes on your side in the meantime, such as another offer or a timing constraint, please let me know so I can plan around it.

Best,

[Recruiter Name]
[Title], [Company]
[Phone Number]

SUBJECT LINE IDEAS

- We received your application for [Job Title]
- Thanks for applying to [Company]
- Application received: [Job Title] at [Company]
- [First Name], your application is in
- Next steps for your [Job Title] application
- Confirming your application to [Company]
- Got it: your application for [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], [Company] here. We got your application for [Job Title]. Want to skip the wait? Book your interview: [Scheduling Link]. Questions? Reply to this text. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Review Window], [Location], [Duration], [Scheduling Link], [Days and Hours], [Pay Rate], [Shift Details], [Start Date], [Text Number], [Recruiter Name], [Hiring Manager Name], [Hiring Manager Title], [Update Date], [Title], [Phone Number]