Request for additional information email

Send it as soon as you spot the gap during screening, ideally within a day of the application. Asking quickly keeps the candidate warm; asking a week later often means they have moved on to another process.

MISSING INFORMATION

Subject: One more thing for your [Job Title] application

Hi [First Name],

Thanks for applying for [Job Title] at [Company]. Your application is moving forward, and I need one more detail before I can schedule the next step:

- [Missing Item, e.g. your availability for weekend shifts / whether you hold a current [License Name]]

You can answer by replying to this email or here: [Form Link]

If I have it by [Deadline], I can get you into interviews this week.

Thanks,

[Your Name]
[Title], [Company]

UPDATED RESUME

Subject: Could you send an updated resume?

Hi [First Name],

Thanks for your interest in [Job Title]. The resume we have on file is from [Year], and I'd like to see your recent experience, especially anything involving [specific skill or responsibility].

Could you send an updated version by [Deadline]? A PDF or Word file is fine. You can reply with it attached or upload it here: [Upload Link]

If it's easier, a few lines on what you've done since [Year] works too.

[Your Name]
[Title], [Company]

PORTFOLIO OR WORK SAMPLES

Subject: Work samples for [Job Title]

Hi [First Name],

I enjoyed reading your application for [Job Title]. Before we set up interviews, the hiring team would like to see [Number] examples of your work, ideally [type of work, e.g. a training module you designed / a campaign you ran / a report you wrote].

A link to a portfolio or a few files is fine. Please remove any confidential client information. We only need to see your approach and quality.

Could you send them by [Deadline]? Reply here or upload them at [Upload Link].

[Your Name]
[Title], [Company]

LICENSE OR CERTIFICATION

Subject: Copy of your [License Name] for [Job Title]

Hi [First Name],

The [Job Title] role requires a current [License or Certification Name]. Could you send a copy or your license number by [Deadline] so we can verify it?

Upload it securely here: [Upload Link]

If your license is pending or up for renewal, let me know the expected date and we'll see what we can do.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- One more thing for your [Job Title] application
- Quick question about your application
- Could you send an updated resume?
- Work samples for [Job Title]
- Copy of your [License Name] for [Job Title]
- Missing detail on your [Company] application
- Next step for [Job Title]: one item needed

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. Your [Job Title] application is moving forward. I just need [Missing Item] by [Deadline]. Reply here or use this link: [Form Link]. Thanks.

Placeholders to replace: [First Name], [Job Title], [Company], [Missing Item], [Deadline], [Form Link], [Upload Link], [License or Certification Name], [Year], [Number], [Your Name], [Title]