Hello [Enter Candidate’s Name]

I hope that you’re doing well. I am pleased to extend an invitation to interview with us for a position in our [Enter Residency/Fellowship program name]!

Due to the COVID-19 restrictions, we have chosen to conduct virtual interviews this season. Please see below for the date options for your virtual interview. Please review the General Interview Structure for an idea of how the session will be conducted. Let me know if you have any questions or concerns.

**General Interview Structure:**

* We have decided to utilize Zoom for the best interview experience! (Directions will be provided ahead of the interview.)
* Interviews will be a total of [Enter approx. length of Interview] hours in the morning.
* Total of [Enter number] candidates and approximately [enter number] interviewers will be included.
* The interviews will begin with a Greeting & Program Overview from the Program Director and Associate Program Director. From there, you will be invited to join a breakout session (1:1) with an interviewer. You will interview for approximately [Enter time] minutes with each interviewer. You will then meet with some of our current residents/fellows. A wrap-up will be conducted and interview session will end.

**Please choose ONE of the following and provide a backup choice. [Edit below with times and dates of available interview schedule]**

* 9a – 11:30a: Thursday, April 23 (limited availability)
* 9a – 11:30a: Wednesday, April 29
* 9a – 11:30a: Wednesday, May 13
* 9a – 11:30a: Wednesday, May 27

Thanks.