

Subject: Invitation: Portfolio Review and Interview for [Job Title]

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Company Name]. We have reviewed your application materials and are impressed with your background.

We would like to invite you to a portfolio review and interview to learn more about your creative process and the projects you have led. This will be an opportunity for you to walk us through your best work and for us to discuss how your skills align with our creative team.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewers:** [Interviewer Name(s) and Title(s)]

Format:

Please prepare a 15-20 minute presentation of 3-4 key projects from your portfolio. We are particularly interested in hearing about your conceptual thinking, problem-solving approach, and your specific role in each project.

Please let us know by [Deadline Date] if this time works for you. If you have any technical requirements for your presentation, please inform us in advance.

We look forward to seeing your work.

Best regards,

[Your Name]

[Your Title]

[Company Name]