

WRP Talent Program Emails

Overview

Email #	Email Title	Candence
Email 1	Invitation to apply	Once
Email 2	Reminder email	30, 14, 7, 3 days before invitation expires
Email 3	Application started, not completed	30, 14, 7, 3 days prior to the deadline
Email 4	Application started, not completed, 1-2 days before deadline	2 and 1 day prior to the deadline
Email 5	Application submitted	Once

Content

Email 1: Invitation to apply

Trigger: Applicants will receive this when they have been invited to apply to the program

Subject line: You're invited to join the Workforce Recruitment Program

Body:

Hello [insert name],

Thank you for expressing interest in the Workforce Recruitment Program (WRP). Your program eligibility has been confirmed. You're now invited to join the WRP talent program.

The WRP connects potential job candidates like you with federal agencies that may be hiring. **To join the program, you must opt-in and fill out the application.** You will need to include:

- An updated resume
- What kind of jobs or internships you are looking for
- When you can start
- Where you are willing to move to work
- Information on your school and degree program

You must join the program within 45 days of receiving this email.

[Button: Join the program]

Once you join, federal agencies may review your information and contact you about available jobs or internships. Agencies may request further information about you, like a Schedule A letter or academic transcripts.

Contact your WRP School Coordinator or email WRP@dol.gov if you have questions about the program. Don't wait—join today!

Thanks,

Workforce Recruitment Program Managers

Office of Disability Employment Policy

WRP@dol.gov

[insert standard footer]

Email 2: Reminder email

Trigger: This email will go out 30, 14, 7, 3 days before the applicant's invitation expires.

Subject line: Action Required: Your invitation to the Workforce Recruitment Program expires soon

Body:

Hello [insert name],

Your invitation to the Workforce Recruitment Program (WRP) expires in [[ExpireIn]] days. **Once your invitation expires, you will not be able to participate in the WRP.**

[Button: Complete your application]

The WRP connects potential job candidates like you with federal agencies that may be hiring. **To join the program, you must opt-in and fill out the application.** You will need to include:

- An updated resume
- What kind of jobs or internships you are looking for
- When you can start
- Where you are willing to move to work
- Information on your school and degree program

Contact your WRP School Coordinator or email WRP@dol.gov if you have questions about the program. Don't wait—join today!

Thanks,

Workforce Recruitment Program Managers

Office of Disability Employment Policy

WRP@dol.gov

[insert standard footer]

Email 3: Application started, not completed

Trigger: This email goes out when the applicant has started but not completed their application. This email will go out 30, 14, 7, 3 days prior to the deadline.

Subject line: Action Required: Complete your application for the Workforce Recruitment Program

Body:

Hello [insert name],

You have started, but not yet finished your Workforce Recruitment Program (WRP) application and your invitation expires in [[ExpireIn]] days. **Once your invitation expires, you will not be able to participate in the WRP.**

[Button: Complete your application]

The WRP connects potential job candidates like you with federal agencies that may be hiring. **To join the program, you must opt-in and fill out the application.** You will need to include:

- An updated resume
- What kind of jobs or internships you are looking for
- When you can start
- Where you are willing to move to work
- Information on your school and degree program

Contact your WRP School Coordinator or WRP@dol.gov if you have questions about the program. Don't wait—join today!

Thanks,

Workforce Recruitment Program Managers

Office of Disability Employment Policy

WRP@dol.gov

[insert standard footer]

Email 4: Application started, not completed, 1-2 days before deadline

Trigger: This email goes out when the applicant has started but not completed their application. This email will go out 2 and 1 day prior to the deadline.

Subject line: Deadline today: Your invitation to the Workforce Recruitment Program expires soon

Body:

Hello [insert name],

You have started, but not yet finished your Workforce Recruitment Program (WRP) application and your invitation expires in [[ExpireIn]] days. **Once your invitation expires, you will not be able to participate in the WRP.**

[Button: Complete your application]

The WRP connects potential job candidates like you with federal agencies that may be hiring. **To join the program, you must opt-in and fill out the application.** You will need to include:

- An updated resume
- What kind of jobs or internships you are looking for

- When you can start
- Where you are willing to move to work
- Information on your school and degree program

Contact your WRP School Coordinator or WRP@dol.gov if you have questions about the program. Don't wait—join today!

Thanks,

Workforce Recruitment Program Managers

Office of Disability Employment Policy

WRP@dol.gov

[insert standard footer]

Email 5: Application submitted

Trigger: This email goes out when the applicant has completed and submitted their application and it seems complete.

Subject line: You're in! Your application for the Workforce Recruitment Program is complete

Body:

Hello [insert name],

You've completed your application for the Workforce Recruitment Program (WRP)! Your profile and application are available to WRP employers to view now through next December. You may update your application any time.

[Button: View or update your application]

The WRP connects potential job candidates like you with federal agencies that may be hiring. Contact your WRP School Coordinator or WRP@dol.gov if you have questions about the program.

Thanks,

Workforce Recruitment Program Managers

Office of Disability Employment Policy

WRP@dol.gov

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