Sourcing veteran candidates email template | Workable

Subject line: [*Company\_name*] is looking for a [*job\_title*] / Interested in joining our team at [*Company\_name*]?

Hi [*Candidate\_Name*],

I am [*Your\_Name*], [*your job\_title*] at [*Company\_name*].

I found your profile on [*add specific website or social network*] / I got your resume through [*e.g. job fair or college*] and I was impressed by your achievements while serving in the military. [*It’s best to include a specific achievement that grabbed your attention.*] Thank you for your service.

Here, at [*Company\_name*], we are always looking to collaborate with skilled and dedicated people and currently, we have an opening for a [*job\_title – add link to the job description.*] Your leadership skills along with your experience as part of a team would be great assets for our company. [*Mention benefits that you offer, e.g. “To help our new employees adjust, we offer additional educational packages and on-the-job training sessions” or “Our benefits package includes college tuition assistance for you and your family members.”*]

I’d like to tell you a little more about this position and learn a few things about you, as well.

Are you available [*include date and time or a period of time, e.g. “sometime this week”*]? If so, I’d be happy to set up a call. I’m also happy to coordinate via email or LinkedIn, if you prefer.

I hope you have a great day,

[*Your name*]

[*Signature*]