

4 Sourcing Veteran Candidates Email Template

Follow-up template for interested candidates

Subject: Next Steps in Your Career Journey with Us

Hi [Candidate's Name],

Thank you for expressing interest in our opportunity at [Company Name]. We're excited about the possibility of having someone with your experience join our team.

To keep things moving forward, here are the next steps in the process:

- **Interview Schedule:** We would like to schedule an interview with you. Please let us know your availability for the upcoming week.
- **Preparation:** Feel free to review our company website and the job description to better understand the role and our team.
- **Questions:** If you have any questions or need further information, don't hesitate to reach out.

We appreciate your service and are eager to learn more about how your skills and experiences can contribute to our team.

Looking forward to your response.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Invitation to apply template

Subject: Join Our Team: Your Military Experience is Valued

Dear [Veteran's Name],

I hope this message finds you well. My name is [Your Name], and I am a recruiter at [Company Name]. We are currently seeking talented individuals to join our team, and I wanted to personally invite you to apply for the [Job Title] position.

Your military background is impressive, and we believe the skills and discipline you've developed during your service could be a great match for our needs. At [Company Name], we value the unique perspectives and experiences that veterans bring to our organization.

Here are some key aspects of the role:

- **Position:** [Job Title]
- **Location:** [Location]
- **Responsibilities:** [Briefly list key responsibilities]
- **Requirements:** [Briefly list key requirements]

We are committed to supporting veterans in their transition to civilian careers and would love to see how your skills can contribute to our team. If you're interested, please apply through our careers page [link] or reply to this email with any questions you might have.

Thank you for considering this opportunity. We look forward to possibly working together and benefiting from your valuable experience.

Warm regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Interview scheduling template

Subject: Interview Invitation - [Your Company] - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in [Your Company] and for taking the time to apply for the [Job Title] position. We were very impressed with your resume and experience, particularly your background in [mention specific military experience or skill that aligns with the role].

We would like to invite you to an interview to discuss your qualifications further.

Here are the details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location:** [Video Conferencing Link or Address if in-person]
- **Interviewers:** [Interviewer Name(s) and Title(s)]
- **Format:** [Specify the interview format, e.g., behavioral interview, technical interview, panel interview]. For example: This will be a behavioral interview focusing on your past experiences and how they relate to the requirements of this role.

To help you prepare, here are a few things to keep in mind:

- [If applicable: Please bring a copy of your resume.]
- [If applicable: Be prepared to discuss [Specific topic or skill].]
- [If applicable: Please review [Link to relevant document or information].]

Please confirm your availability by replying to this email by [Confirmation Deadline]. If the proposed time doesn't work for you, please suggest a few alternative times that fit your schedule.

We understand that transitioning to civilian life can present unique challenges, and we appreciate your service and the skills you bring. We are committed to providing a supportive and inclusive interview experience.

We look forward to speaking with you soon!

Sincerely,

[Your Name] [Your Title] [Your Company] [Your Contact Information]

Post-interview follow-up template

Subject: Thank You for Your Interview

Hello [Candidate's Name],

Thank you for taking the time to interview with us for the [Job Title] position. We appreciate your interest in joining our team and the valuable experiences you bring as a veteran.

We enjoyed learning more about your background and skills, and how they align with our goals. Your insights were particularly impressive.

Here's what you can expect next:

- We are currently reviewing all candidates and will reach out with our decision by [Date].
- Should you have any questions in the meantime, feel free to contact us.

Thank you once again for considering a career with us. We look forward to the possibility of working together.

Best regards,