

MOST PLACEABLE CANDIDATE FOLLOW-UP EMAILS

Example #1:

(Client Name),

(Name) here, I oversee (firm)'s (FILL) Search Practice. I would like the opportunity to talk with you about (title/experience) candidate I have a relationship with who is looking for opportunities in Southern California.

This particular individual has five years of experience and recently was overseeing a (specific project, division, group). The scope included (roles, responsibilities). Additionally, he was directly responsible for managing all (roles, responsibilities). Every month the total volume of work was between (\$ and \$\$).

He has extensive experience with (specific tasks and functions). His experience includes and is not limited to (specific tasks and functions). He has a Master's in (degree) from (school) and an undergraduate (degree) from (school).

I would like to discuss his strengths and weaknesses with you and determine if it makes sense for us to facilitate an introduction.

I have heard good things about your firm and wanted to see if (name of their firm) is currently using executive search as a solution to fill positions and if we could potentially do business together.

Regards,



Example #2:

Dear (name):

Good morning! As I mentioned in my voice mail, it has been many years since we last spoke, maybe from your (previous company) days? I'm an executive recruiter with (firm). We are (insert firm/team accolades) and I lead our firm's (function, industry) practice in (location). I'd like to introduce an outstanding candidate to you for your consideration. I have highlighted his experience below:

- *Measurable experience #1*
- *Measurable experience #2*
- *Measurable experience #3*
- *Measurable experience #4*

(Name), even if you do not currently have a need for someone like I have described, let's briefly connect nonetheless. I look forward to catching up!

Warmest regards,

Example #3:

Dear (name):

Congratulations on your move to (new company) last year! We last spoke while you were at (previous company). If you recall, I'm an executive recruiter with (firm). We are (insert firm/team accolades) and I lead our firm's (function, industry) practice in (location). My favorite area happens to be (this candidate's area), thus the reason for reaching out to you in the first place! I'd like to talk with you about your need for a (possible opening).

I am working with a long time friend and candidate that is a twenty year veteran in the (type of) industry. I can't speak highly enough of him. I know this individual's background and track record and feel strongly about his ability to contribute and impact an organization's bottom line. He is trained in (area) with extensive (type of) experience in areas such as (ABC). He has very broad functional experience from (XYZ). He is an expert domestic and international business developer with a proven track record of leadership in companies such as (name drop companies). He is currently based in the (location) area but 100% open to relocation should the opportunity necessitate.

I welcome the opportunity to discuss how this candidate (and others) may fit in with your current business needs. Please let me know when and at what number I may reach you. Thanks and I look forward to speaking with you!

Warmest regards,