

## REFERENCE CHECK FOLLOW-UP EMAILS

### Example #1:

*(Client Name),*

*Thank you very much from taking some time from your day to help us with our reference check. As we mentioned when we spoke, this was merely an initial reference check; we may find it necessary to call you back to gather more information should our client need more details. We appreciate your willingness to help further should we have the opportunity to call again. Both (name of candidate) and I thank you in advance for your prompt cooperation.*

*(Client name), if we can ever help you or someone you know in a career search, or if your organization is ever in need of a top notch (type of specialty) executive recruiter, please give us a call. Our business is built on referrals, and I've attached a list of current clients who will positively attest to the impact we've helped make on their firm. Many of these names are names you will know. Again, our business is built on referrals, and we would love the opportunity to earn yours.*

*Regards,*

### Example #2:

*(Client name),*

*Thank you very much from taking some time from your day to help us with our reference check of (name of candidate). I appreciate the insights you were able to share and please know the information you provided will be kept with the strictest confidence. Should we have the need for further information, both (name of candidate) and I thank you in advance for your prompt cooperation.*

*It was also a pleasure exchanging information with you about (name of their firm)'s hiring profile and how we could potentially develop a relationship. I look forward to introducing you to high-caliber candidates that can bring an immediate bottom line impact to (name of firm). I think you will find some commonality in our respective paradigms on the (type of) market and my hope is that we can partner not only now but into the future. I have attached my references for your review. Please feel free to call them as they are un-prepped so you will get an honest assessment of our track record. As I said in our conversation - don't listen to what I have to say about me; instead, listen to what my clients say and then decide if we are the right team for (name of firm).*

*Thanks,*

### Example #3:

*"If I were running a company today, I would have one priority above all others: to acquire as many of the best people as I could. I'd put off everything else to fill my bus. Because things are going to come back. My flywheel is going to start to turn. And the single biggest constraint on the success of my organization is the ability to get and hang on to enough of the right people."*

Jim Collins, *Good to Great: Why Some Companies Make the Leap...And Others Don't*

For over two decades, our **(Type of) Specialty Practice** has provided solutions to our clients' staffing problems and helped them fill their bus with the industry's most talented people.

*"The ability to make good decisions regarding people represents one of the last reliable sources of competitive advantage, since very few organizations are very good at it."*

Peter Drucker

Our Client Focused Search approach, industry specialization and knowledge, flexible terms, array of services and track record is what has differentiated us from every other search firm and is the reason our clients have entrusted us with not only filling their positions but also, and more importantly, with the future growth of their companies.

*"Nothing our company does is more important than hiring and developing superior talent."*

Larry Bossidy, Chairman and CEO, AlliedSignal

We have built our business on helping companies identify, evaluate, attract, and retain the best people in our industry. I have attached a list of past clients whom we've impacted. This serves as our reference list - please feel free to contact any of these individuals. Thanks for your time to provide a brief reference on (name of candidate). I will give you a call on (date/time) to discuss further how we can partner together to help you fill your bus – with the best.

*Regards,*