



## CLIENT EMAILS FOR PROSPECTIVE SEARCH ASSIGNMENTS

### Example #1:

*(Client Name),*

*You and I have not spoken before, but I will be reaching out to you tomorrow afternoon to explore the possibility of partnering together on the (type of) position that you currently have available. Candidly, the purpose of my call is to not sell you on our firm – but to better understand the opportunity you need to fill. We only partner with (# of) firms each year, and I am unsure as to if it makes sense for us to work together on this search.*

*My firm has been in the (specialty area) space for (# of) years, and we are very selective about the positions that we target to fill. Because of this commitment to our niche, our success ratios are unlike most firms that you will talk to. (%) of our retained searches are filled within (# of) days, and our average retention rate for candidates we place is (# of years).*

*I will save the **how** and **why** of our process for our conversation tomorrow – but I look forward to our initial dialogue. I've attached some testimonials from your peers that may give you some further insights prior to our call tomorrow.*

*Regards,*

### Example #2:

*(Client Name),*

*Pleasure speaking with you today and I'm appreciative for the overview of what you are looking for. My understanding is that you need a (title) with the following:*

- *(type of experience)*
- *(type of experience)*
- *(type of experience)*

*As we discussed, my specialty area is (specialty), and my core niche is placing (types of candidates). This doesn't mean that I might not find a great individual for you to consider, and I will certainly keep my eyes and ears open during the course of my core networking throughout the day. If you don't hear back from me, it doesn't mean I'm a bad recruiter – it just means I don't have anyone at this time for you to consider. If something changes with your search parameters, please let me know, as that might change my ability to identify candidates on your behalf. If and when you **do** have a need for a (your core area of specialization), I look forward to truly being a resource you can rely on at that time.*

*Keep in touch, and I'll do the same!*



### **Example #3:**

*(Client Name),*

*I appreciate the time earlier. Based on our conversation, I don't believe that it makes sense to partner together at this time. Although my business is rooted in filling the needs of my clients, I don't think I am best suited to be your resource since your current search is (outside of my scope/not my specialty/not realistic for me to fill).*

*Again, our core business is (specialty) and if there is an opportunity for us to do business together in the future, please let me know. If I do network with another recruiter who might be a better resource for you, I will not hesitate to point them in your direction. Likewise, if you have any professional contacts that would benefit from my core specialization, please be in touch.*

*All the best –*

### **Example #4:**

*(Client Name),*

*I wanted to reach out to you because I know we talked regarding your open opportunity. In short, organizations pay my fees not to present candidates but to fill their vacant positions. Like Warren Buffet said, "It takes 20 years to build a reputation and only 5 minutes to ruin it." I would rather not commit to you that I will present candidates; I would prefer to commit to you that I can fill your open position. Since that is not the case at this point, I wanted to make sure that I was the recruiter you remembered as the one who at least "closed the loop." I would love to be able to reach back out to you as other opportunities arise and you would actually want to take my call.*

*Thank you for your time today, and I look forward to speaking in the future –*