

## Template-1:

Hello,

I was excited to come across your profile and I wanted to reach out to you because you have clearly built a successful career and are an expert in the area of XXXX.

I'm guessing that you are probably not looking to make a change right now, but I would like to speak to you briefly about what you do so that I can learn from someone at the top in their field about what it takes to be the best which is what I and XXXXX, are searching for. We want the best to work on our ground breaking technology team, and to get the best you need to learn from the best and that is you.

If we get the opportunity to speak live, I guarantee that our conversation will be different than what you may be accustomed to. There will be no trying to sell you on a new job, it will simply be me learning from you what I need to know to find and hire those that are at the pinnacle of what they do.

With all that in mind please let me know when we might talk, and if you know of any others who like you have reached the very top in their field that you think might also be good for me to talk with.

Either way lets connect on LinkedIn, "put in link to your LinkedIn profile"

Thanks for your time

XXXXXXXXX

Add complete signature to include

Name

**Template-2:**

[Hi FIRST NAME],

I was really impressed by your background and wanted to introduce myself. I support  
XXXXXXXXXXXX. We are a XXXXXXXXXXXXXXX. We've also been recognized by XXXXXXXXXXXXXXX.

Our XXXXXXXX has a number of exciting opportunities currently available. If interested, I'd appreciate  
an opportunity to tell you more about XXXXX and learn about your career interests and goals. Please  
feel free to call or email me anytime – or if you'd like to let me know when a good time to call might be,  
I would be happy to reach out to you.

See the link below for a brief video about XXXX...

[www.XXXX.com/](http://www.XXXX.com/)

And check out all of our careers at...

[www.XXXX-jobs.com](http://www.XXXX-jobs.com)

Note: If you are not interested, remember you may know someone who is looking for an exciting  
opportunity. Feel free to forward this email as you see fit.

Either way lets connect on {input LinkedIn Link}

Hope to speak with you soon,

Add complete signature to include

### Template-3:

Hi XXXX,

Rather than interrupt you at work with a phone call, I thought it would be better if I sent you an email.

My name is XXXXXXXX. I am {title} with {Company name and 1 sentence blurb}, which means I search the country looking to help high tech professionals who want to advance their careers but are too busy working to have time to look for themselves.

I'm guessing that you are probably not looking to make a change right now, but I would like to speak to you briefly about opportunities that may be stronger than what you are currently doing.

We found your name through many hours of research. Our job is to find specific people from specific companies that we would like to speak with. So it is no accident that we are talking.

If we get the opportunity to speak live, I guarantee that our conversation will be different than what you may be accustomed to. We are more concerned with finding out what you want to do; then map your skills, desires and wants to the business needs of one of our business units.

If our business needs are congruent with your "wants," we will contact you for a more detailed discussion.

We are not interested in "pitching" you a job based on our needs; that is unimportant.

So with that in mind, please contact me at {email} if you would like to have a short, confidential and non-committal conversation.

Note: If you are not interested, remember you may know someone who is looking for an exciting opportunity. Feel free to forward this email as you see fit.

Either way lets connect on linkedin, you can connect with me at {linkedin url}.

Sincerely,

XXXXXX

Add complete signature to include

**Template-4:**

To XXX

“Company Name” is a leader in the XXXX industry and we are seeking an experienced “Title” at our “Location”.

I have read your profile and you are clearly and expert XXX, If you are looking for a position with growth potential, please feel free to contact me to discuss how we can help you achieve your career goals.

Thank you for your time!

Sincerely,

Signature Block



**Anthony Bileddo**

CEO / Founder

Bileddo Associates, Woodstock, IL

“

*The eGrabber toolset was integral in adding 50,000 records to my first national-scope contact database.*

*I also made a \$49,000 placement in my 4th month of business, through eGrabber-sourced email address.*

”

*If I could choose only one tool, only one recruiting-software I could keep, it would be eGrabber.*

**ResumeGrabber JobSuite Pro**

The fastest way to find emails of targeted passive candidates

Free Trial

Grab Unlimited Resumes for 10 days