

Working With an Executive Recruiter

1. Identify the Executive Recruiters for your industry/discipline.
 - a. Retained Search Recruiters will be the sole recruiter for a company. Therefore, you must register with as many as you can since each will represent different companies.
 - b. Contingency Recruiters will work on multiple assignments and a company can list a position with one of more of the firms.
2. Send your resume to the Recruiter.
 - a. Unfortunately, each recruiter has their own likes and dislikes when it comes to receiving resumes. Be sure to call and confirm first. Most recruiters accept resumes by email.
 - b. Supply a cover letter outlining what you are looking for and when you will be available to move.
 - c. Keep the letter brief and as specific as possible.
 - d. If you are currently out of work and are open to a 'temp' opportunity, state that in the cover letter.
 - e. Don't repeat items that are in the resume.
 - f. If you are open to relocation, state that in your letter and list the geographic areas which you would consider.
 - g. Most recruiters will not send your resume out without your prior approval. Do make sure this does not happen, in your cover letter request that your resume or your information is not discussed with a client without your prior approval.
 - h. It is not possible for a recruiter to meet with every potential candidate but do request a brief meeting or a short telephone interview so you can give the recruiter more information.
3. When you are contacted by a Recruiter, be open and forthright.
 - a. If you have already applied to a company through their web site or are not interested in a position for any reason, let the recruiter know upfront. This will help the Recruiter when offering you future opportunities.
 - b. If you are not interested but know of someone who might be, tell the Recruiter. If you are not comfortable giving out names, let the Recruiter know you will contact the person and pass on the information if there is interest.
 - c. Be honest and open with the Recruiter about your salary and benefits. If you will only move for a certain dollar amount and/or want certain benefits, let the Recruiter know in the beginning. While it might not seem relevant at the start of the search, there is no sense in pursuing something that will not meet your criteria.
 - d. If you have heard things about the prospective firm or position and want to know more before looking at it, give the Recruiter as much information as possible. They are in a position to sort out this information for you.

- e. If you are interested in a position, share any experiences you may have had that fit the position description with the Recruiter.
- 4. Keep current with a Recruiter.
 - a. Send in any updated resumes, articles you may have written, speaking engagement notices etc.
 - b. Check in with the Recruiter. Ask how the Recruiter prefers this and how often.
 - c. Keeping current is important to building a long-term relationship with a Recruiter.
- 5. References.
 - a. Have a list of current references available for the Recruiter. Don't send them with your cover letter/resume.
 - b. If you were referred to a specific Recruiter, definitely mention who referred you in your email or cover letter.
- 6. Off the market.
 - a. Once you have established a relationship with a recruiter, you might want to keep it open for the future. If for any reason, you want to end the relationship, you have the right to request your information be deleted from the recruiter's files and your resume returned to you.