

Finding and Interacting With Recruiters in this AI | Social World

ghouston@grailbio.com

Jan 2026

First, Let's Understand the Different Types of Recruiters

- **Corporate Recruiters** – these recruiters work in house for one organization only. They are given requirements by their hiring managers (their customers) and they must build a strategy to find the talent required. They can be professional (experienced), university (entry level), high volume (lots of hires, typically refers to call center, sales, drivers, etc.), the can be skill specific, location specific, business unit specific. Executive Recruiters at a company are typically working on Director, VP, C-suite type roles. Recruiters are typically salaried but they can receive bonuses.
- **Contract recruiters** – these are recruiters that typically work for just one company and charge an hourly rate. Sometimes they are onsite, sometimes remote. They can list their assigned company as their employer if they are considered “white labeled” or they can call you from a firm like Manpower and let you know they are working for a client. Korn Ferry and Manpower hire contract recruiters to place at companies like Intuit and Google.
- **Consulting Firms** - these recruiters will hire you to work at their client sites, they typically represent a number of companies and have multiple roles at that company. You will be hired as a contractor/consultant and you are paid an hourly rate and the firm will charge the company a much higher rate. Your checks come from the consulting firm and they are your employer of record.
- **Agency recruiters** – these are recruiters that work for multiple companies. They can be specialized (accounting, marketing, technology, etc.) or they can recruit for all types of roles. They are typically paid anywhere from 20-35% of your first years salary (the company pays it). Recruiters are typically paid a portion of the fee, also called Commission. Most have a small base but not all.
- **Retained Search** – this type of firm is typically used in Executive Search but not always. Sometimes they will engage in highly critical roles. Retained means they get a portion of the fee whether they place someone or not. This is a very expensive option. This is typically not for anyone entry level.

Unfortunately Spammers Are Posing As Recruiters

Watch for these signs:

Recruiters using gmail type accounts instead of a corporate account

Inflated salaries

Immediate Offers with Request for personal information

Sending you a check to buy equipment

Mis-spellings in emails

Can't locate roles on company website

Using real employer names but with emails that are not corporate sponsored

Two Experts to Follow for Insight

The image shows a screenshot of a LinkedIn profile for Jay Jones, who is a member of 'The Profiler' group. The profile header includes a banner with the text '#THE PROFILER' and 'As seen on NBC NEWS & yahoo!news'. Below this, it lists 'INVESTIGATOR • WRITER • PUBLIC SPEAKER • CONSULTANT • OUTPLACEMENT SERVICES'. The profile picture is a circular image of Jay Jones with a beard and a hat, with the text '#OPENTOWORK' around it. The bio states: 'I protect businesses from impersonation. I stop job seekers from applying to fake jobs. Over 44K of them. The Profiler | Senior Copywriter | Employer Brand & Reputation Protection | Hire Me'. The location is 'Greater Chicago Area' and there is a 'Contact info' link. To the right of the bio, there are two recommendations: 'The Profiler Protection Service' and 'The Ohio State University'. Below the Jay Jones profile, the top of another profile for Jim McConnell is visible. His bio lists various roles: 'Chief Security Officer ★ Chief Information Security Officer ★ Physical Security ★ Cyber Security ★ Metrics ★ Executive Protection ★ M&A ★ Supply Chain ★ Fraud ★ I Create or Mature Your Converged Security Program'. His location is 'Dallas-Fort Worth Metroplex' and there is a 'Contact info' link.

**Some
Things Are
Still
Pretty
Similar**



How Do Recruiters Search

Search Criteria [Update search preferences](#) | [Clear search fields](#) ?

Keyword [Search tips](#)

Resumes posted from to

Location Choose one of the options below:

☒ **Search ZIP Code Radius**

Only show job seekers within of ZIP Code [Find a ZIP Code](#)

KeyWord (skill, title or company), Recency and Location
are How Recruiters Search - they can use boolean, AI, or forms

How do recruiters search?

Search #2

("business analyst" or "systems analyst" or "system analyst" or "data analyst" or "requirements analyst" or "functional analyst") and crystal and report* and analy* and data near analy* and inventory and **not** retail and (ecommerce or "e-commerce" or b2b or b2c)

Search #3

("business analyst" or "systems analyst" or "system analyst" or "data analyst" or "requirements analyst" or "functional analyst") and crystal and report* and analy* and data near analy* and **not** inventory and retail and (ecommerce or "e-commerce" or b2b or b2c)

Search #4









("business analyst" or "systems analyst" or "system analyst" or "data analyst" or "requirements analyst" or "functional analyst") and crystal and report* and analy* and data near analy* and inventory and retail and **not** (ecommerce or "e-commerce" or b2b or b2c)

Search #5

("business analyst" or "systems analyst" or "system analyst" or "data analyst" or "requirements analyst" or "functional analyst") and crystal and report* and analy* and data near analy* and **not** inventory and **not** retail and (ecommerce or "e-commerce" or b2b or b2c)

Complex Boolean Search Strings

Where do recruiters search?


Requisition	Details	Candidates	Approval Workflow	Documents	Tracking
67979 Vendor Partner Mgr 4					Age: 152 Days
Hiring Manager :	Recruiter :	Post Type :	Requisition Status :		
[Redacted]	[Redacted]	Internal / External	Cancelled		
Number of Positions :	Positions Filled :	Positions Cancelled :			
1	0	1			
Latest Interview Guide :	Latest Hiring Plan :	Latest Comp Grid :			
[Redacted] - Aug 07, 2009 - Click Documents tab to View	[Redacted] Jun 12, 2009 - Click Documents tab to View	[Redacted] Aug 07, 2009 - Click Documents tab to View			
Conceptual Sort : -- Select Sort --			    		
Unconsidered : 1 - 100 of 583 			-- Select --  		

Not Just Current Openings, but historical applies as well

Make sure your resume has your LinkedIn URL

Corporate resume databases

Where do recruiters search? Job Boards


☐ **CONFIDENTIAL — Certified SOA Architect, Sun Certified Java/J2EE Expert(14+ years Exp)** 

Sr. Software Engineer

As a member of the WebSphere Infrastructure and Security team responsible for providing technical solutions and infrastructure components for the website/applications for various channels used to supp

Resume Updated Source	3/1/2011 Monster, Diversity
Highest Education	Professional
Target Job Title	Team Lead/Architect/Project Lead,
Desired Status	Full Time
Desired Job Type	Employee Temporary/Contract
Desired Salary	
Relocation	Won't Relocate
Authorization	US

Who would you call?

Jiyuan Joe Wang — JoeWang'Resume Experienced Java/open source developer 

US-TX-Plano-3.8 miles

?

Resume Updated Source	2/19/2011 Monster, Diversity
Highest Education	Master's
Target Job Title	Software Engineer
Desired Status	Full Time
Desired Job Type	Employee
Desired Salary	-
Relocation	Won't Relocate
Authorization	US

Still available?
Refresh often

Make sure your resume has your LinkedIn URL

Job Boards – Mega, Niche , University, Social

**Other Things
Are
Changing
Daily with AI**



Recruiters are:

Seeing same application over and over

Mismatch apply with auto appliers

AI creating perfect match resumes but skills don't fit

Applicant waiting on AI to Answer Questions

AI Cheating in Assessments

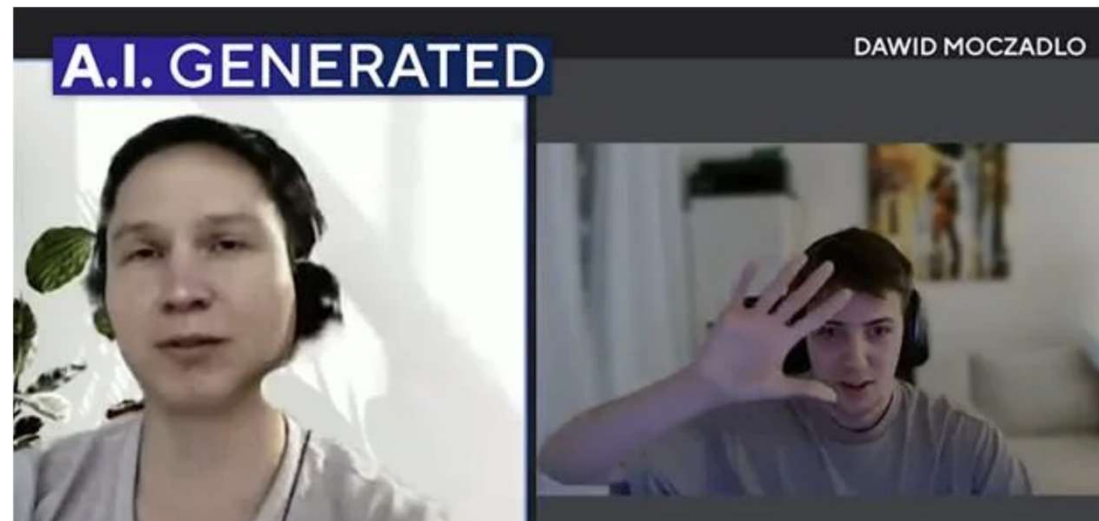
AI Fake Faces | Fake Voices

Seeing use of AI pre-screeners

ATS beginning to create fraud alerts on suspicious applications

AI inserted in most recruiting tools now

Changing Laws



Peterson
Technology
Partners
Discovered

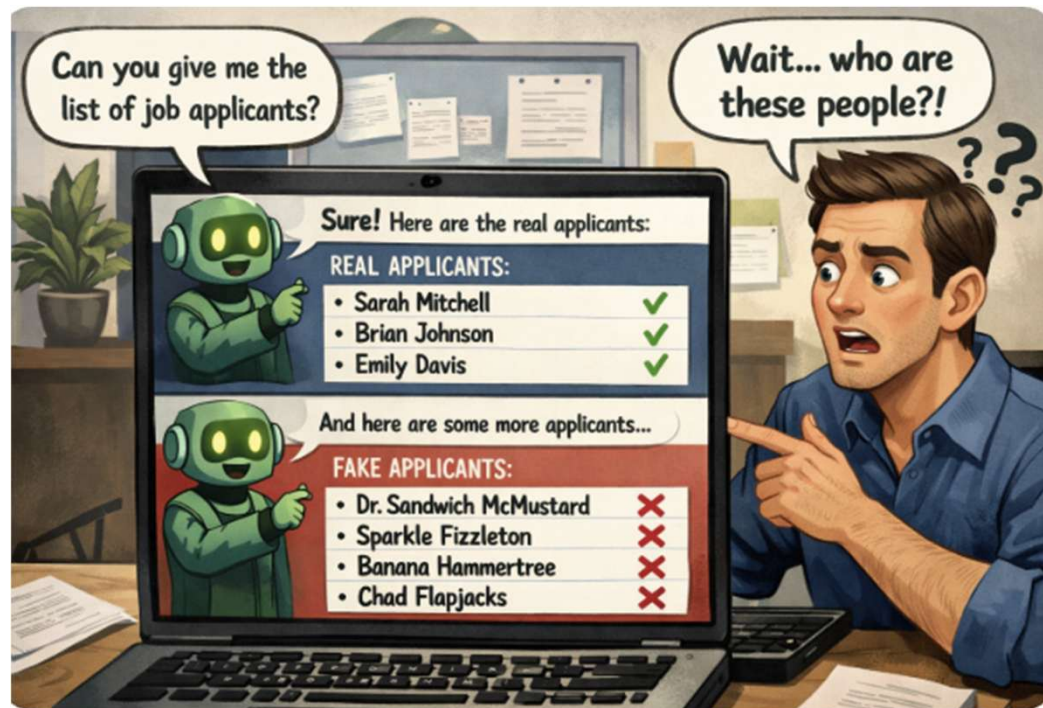
By 2028, one in four job applicants may be AI-generated.



Recruiters are Using AI to Find You

Just got our first
ChatGPT Hire for
a critical role

But AI can
hallucinate and
give me fake
names just as
easily



Applicant's are:

Using AI Auto Appliers

Using AI to Rewrite Resumes to fit the job posting

Using AI to answer interview questions

Using AI in code assessments

Interacting AI Interviewers



Where do Recruiters Search on Social?



Yep – All of Them!



After a quick scan of his Facebook, Twitter, Tumblr, Pinterest and Instagram here is what I know

Recruiter Search LinkedIn

You Can Now Tell Them You Are Open to a New Job



If you select Open To and Select Open to Work, you will get a green banner that tells all of LI that you are Open to a New Role

When you say open to “recruiters” this means only Recruiters with LinkedIn Recruiter Account can see you listed that you are open to a new role

Your Current Employer Cannot See
You open status in LinkedIn Recruiter

This status lasts 90 days

You can add detailed notes on type of job, location

Open to Add profile section

Finding a new job
Show recruiters and others that you're open to work

Providing services
Showcase services you offer so new clients can discover you

Hiring
Share that you're hiring and attract qualified candidates

Tell us what kind of work you're open to

* Indicates required

Job titles*

+ Add title

Location types*

On-site ✓ Hybrid ✓ Remote +

Locations (on-site)*

Mountain View, California, United States X

+ Add location



Public Profile LinkedIn URL

for your signature line | resume | business cards

Your public profile URL

Enhance your personal brand by creating a custom URL for your LinkedIn public profile.

www.linkedin.com/in/gailhouston

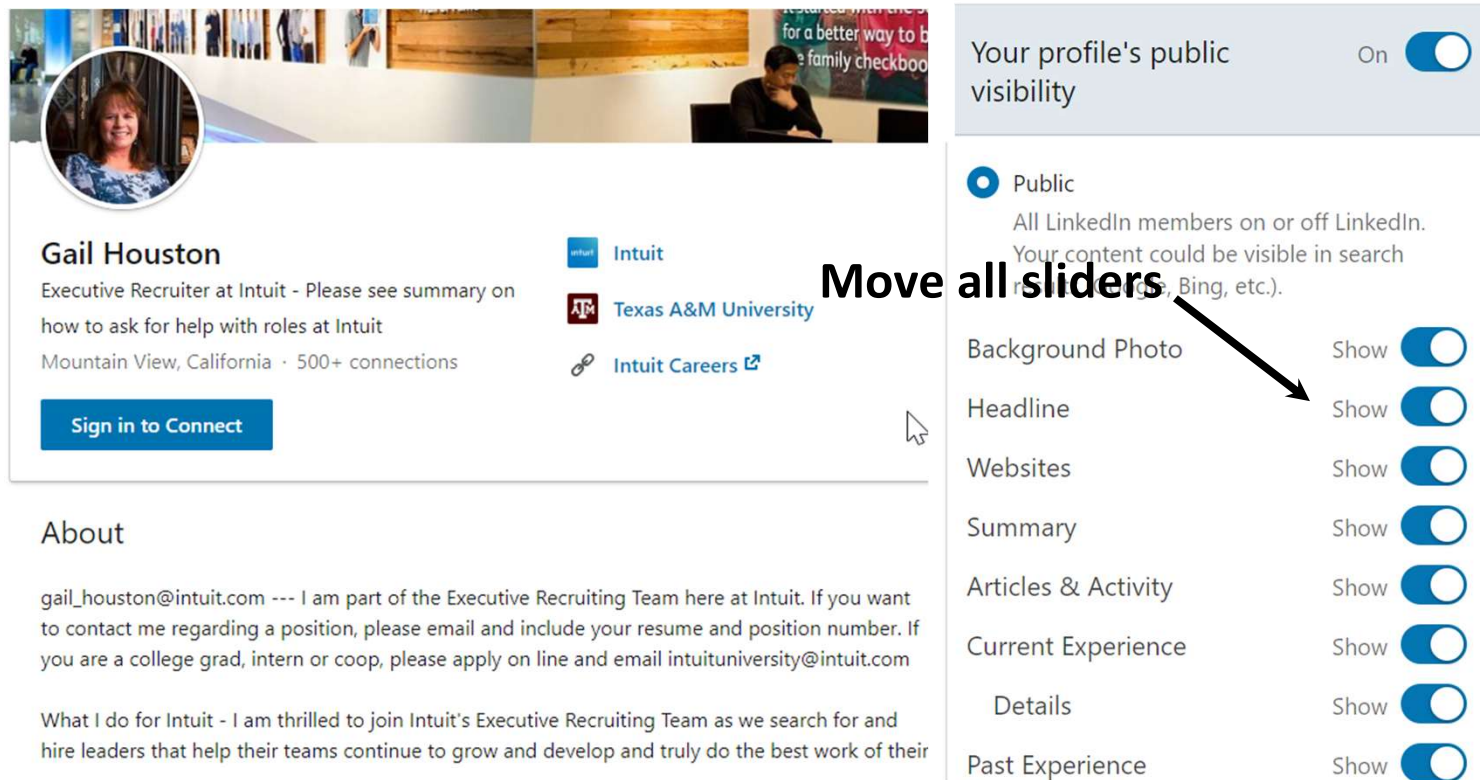
Save

Cancel

Note: Your custom URL must contain 5-30 letters or numbers. Please do not use spaces, symbols, or special characters.

Is Your Public LI Profile Really Public?

get found on Google by checking all boxes



The image shows a LinkedIn profile for Gail Houston, an Executive Recruiter at Intuit. The profile includes a profile picture, a banner image, and a bio. To the right, a settings panel is open, showing the 'Your profile's public visibility' section. This section has a toggle switch set to 'On' and a radio button selected for 'Public'. Below this, a list of profile elements has corresponding 'Show' toggle switches, all of which are turned on. An arrow points from the text 'Move all sliders' to the 'Background Photo' toggle.

Gail Houston
Executive Recruiter at Intuit - Please see summary on how to ask for help with roles at Intuit
Mountain View, California · 500+ connections
[Sign in to Connect](#)

[Intuit](#)
[Texas A&M University](#)
[Intuit Careers](#)

About

gail_houston@intuit.com --- I am part of the Executive Recruiting Team here at Intuit. If you want to contact me regarding a position, please email and include your resume and position number. If you are a college grad, intern or coop, please apply on line and email intuituniversity@intuit.com

What I do for Intuit - I am thrilled to join Intuit's Executive Recruiting Team as we search for and hire leaders that help their teams continue to grow and develop and truly do the best work of their

Your profile's public visibility On ☒

☒ **Public**
All LinkedIn members on or off LinkedIn.
Your content could be visible in search results (e.g., Bing, etc.).

Background Photo Show ☒

Headline Show ☒

Websites Show ☒

Summary Show ☒

Articles & Activity Show ☒

Current Experience Show ☒

Details Show ☒

Past Experience Show ☒

Move all sliders

How Recruiters Search on LinkedIn Recruiter

Job titles

Java Software Engineer +

+Flash Web Developer

Locations

San Francisco Bay Area

California, United States +

+Indiana, United States (828)

Spotlights

in

i

Skills and Assessments

+ Skill keywords anywhere on profile

+Angular (1.3K+)

Companies

+ Companies or boolean

+AMZ SERV , +Daiwa Securities

Keywords

+ Profile keywords or boolean

Spoken languages

+ Spoken languages proficiency

Postal code / Zip code

+ Enter location or zip code

Profile languages

+ Languages used on LinkedIn

Education & experience

Years of experience

+ Total years of work experience

Years in current company

+ Years working in their current company

Years in current position

+ Years working in their current position

Employment type

+ May be open to these types of employment

Industries

+ Candidate industries

Schools

+ Schools attended

Fields of study

+ Topics studied in school

Degrees

+ Types of degrees

5K+

Open to work

1.4K+

Active talent

508

Rediscovered candidates

0

Internal candidates

24

Interested in your company

▼

Recruiters can use AI OR a Form Boolean search to find people
LinkedIn Recruiter is a Paid Tool

Recruiters Search Using Google

www.stephanemaes.com › ESSEM › smaes › resume ▼

Stéphane H Maes - Resume - stephanemaes.com

CTO and **Chief Architect**, Cloud Products, HP Software ... SDP as a **platform** also for Network projects and services (legacy and NGN) ... support of Multinational SDP requirements (e.g. no exchange of regulated customer **data** cross borders).

andygrove.io › resume ▼

Andy Grove's Resume

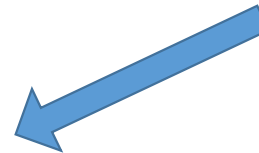
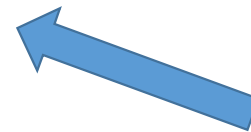
Resume. I'm an experienced software engineer (30 years experience). ... I led the development of the **Analytics** Gateway component, which extended the Query ... **Chief Architect** and Lead Developer for dbShards, a leading commercial ...

www.hireitpeople.com › 72-web-developer-resumes › 24...

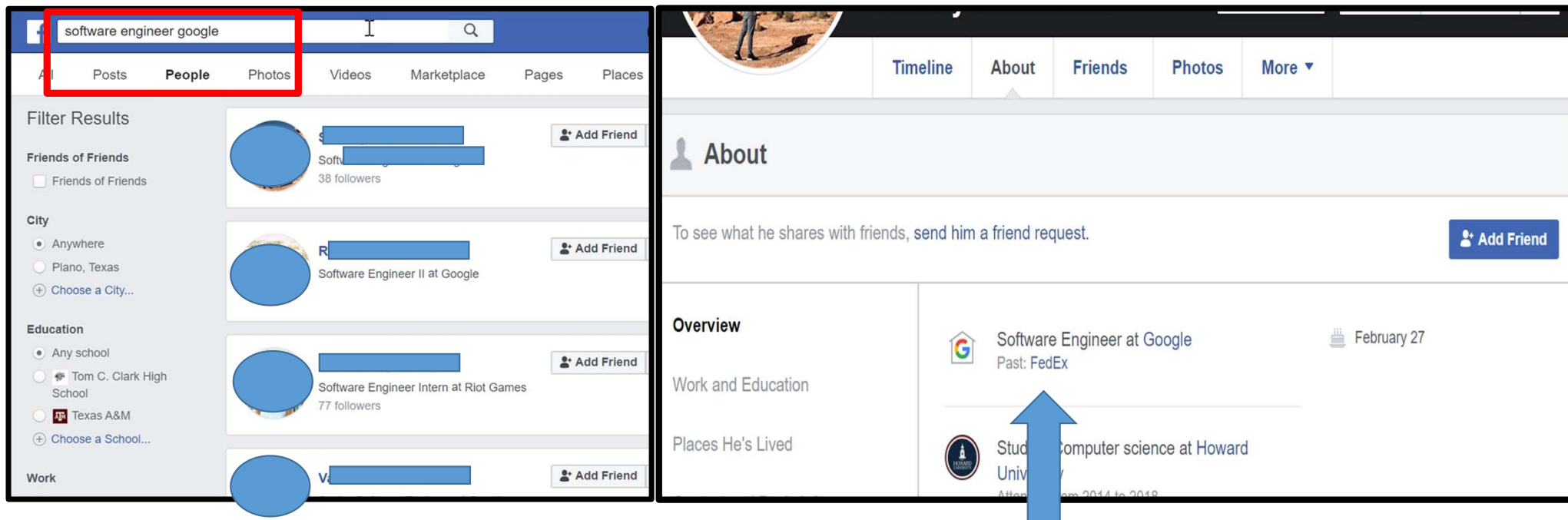
Enterprise Architect Resume Profile - HireitPeople

Enterprise Architect **Resume** Profile ... My hands-on technical and management expertise includes Advanced **Analytics**, Decision ... Project Lead / **Chief Architect**.

Bingo –
Chief
Architect
Resumes



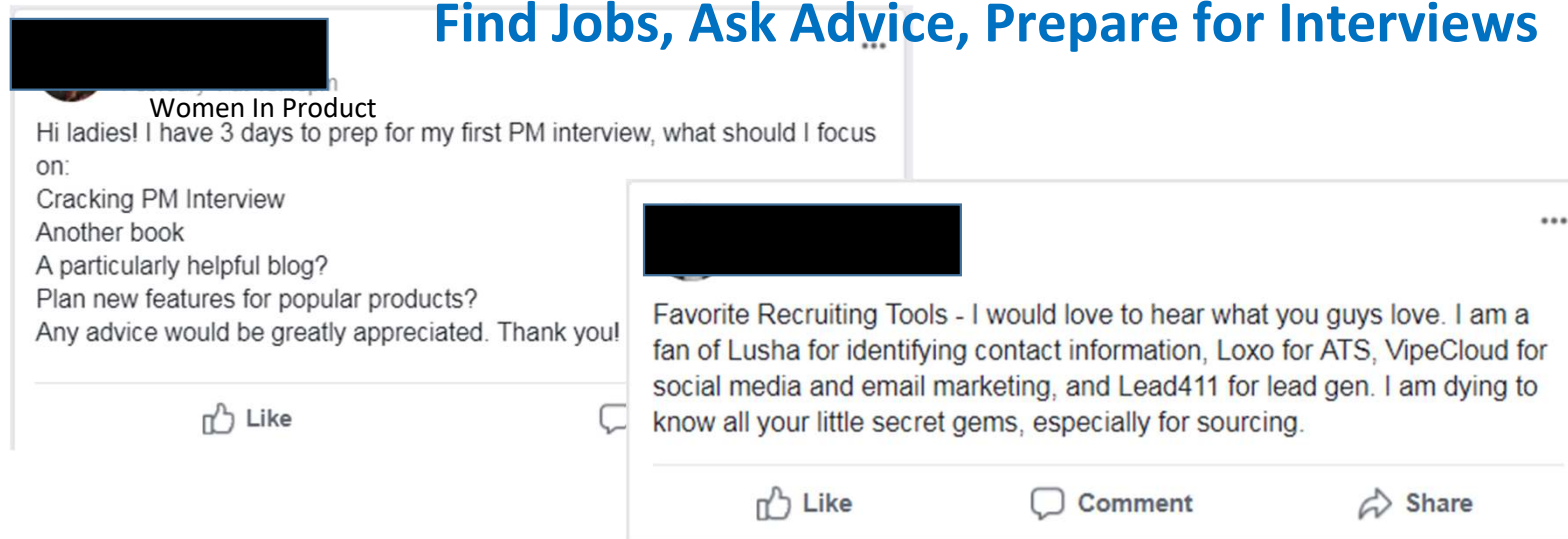
How Recruiters Search Facebook



You want to add your work info, make it public
Add a professional email you use for job search

Facebook Groups Can Help Your Career

Find Jobs, Ask Advice, Prepare for Interviews



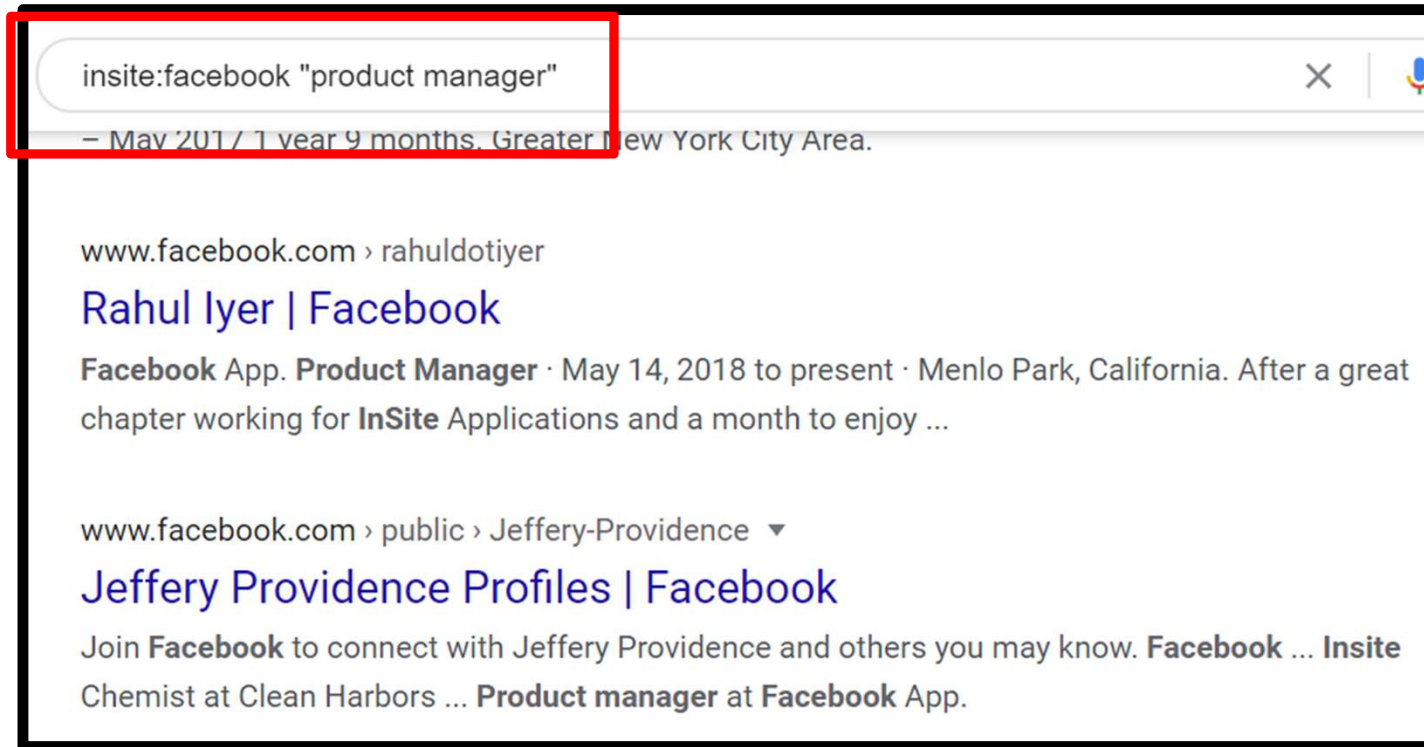
Follow Leaders in your field, learn the latest tools, techniques

Recruiters Typically Sit in Every Group

They Will Follow Your Questions and Comments.

**Recruiters Will Either Reach Out on Facebook or Cross Reference You On LinkedIn
Critical You Update Your About Me Section with Work and Email Address Set to Public**

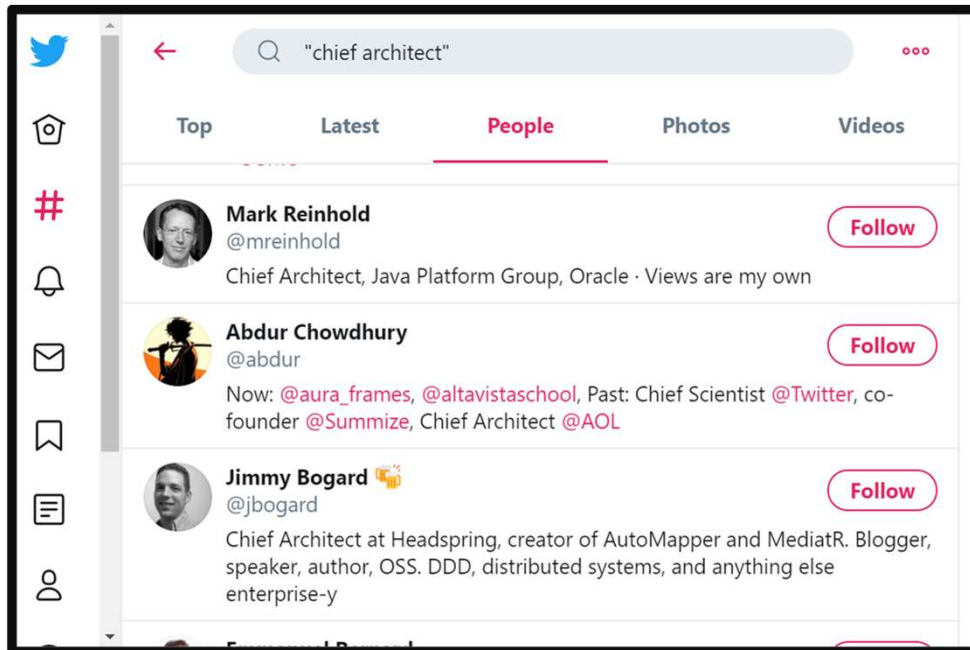
Recruiters Can Also Use Google to Find You On Facebook



Bingo Again

Product
Managers

How Recruiters Use X (Twitter) to Find You



Simple Boolean searches



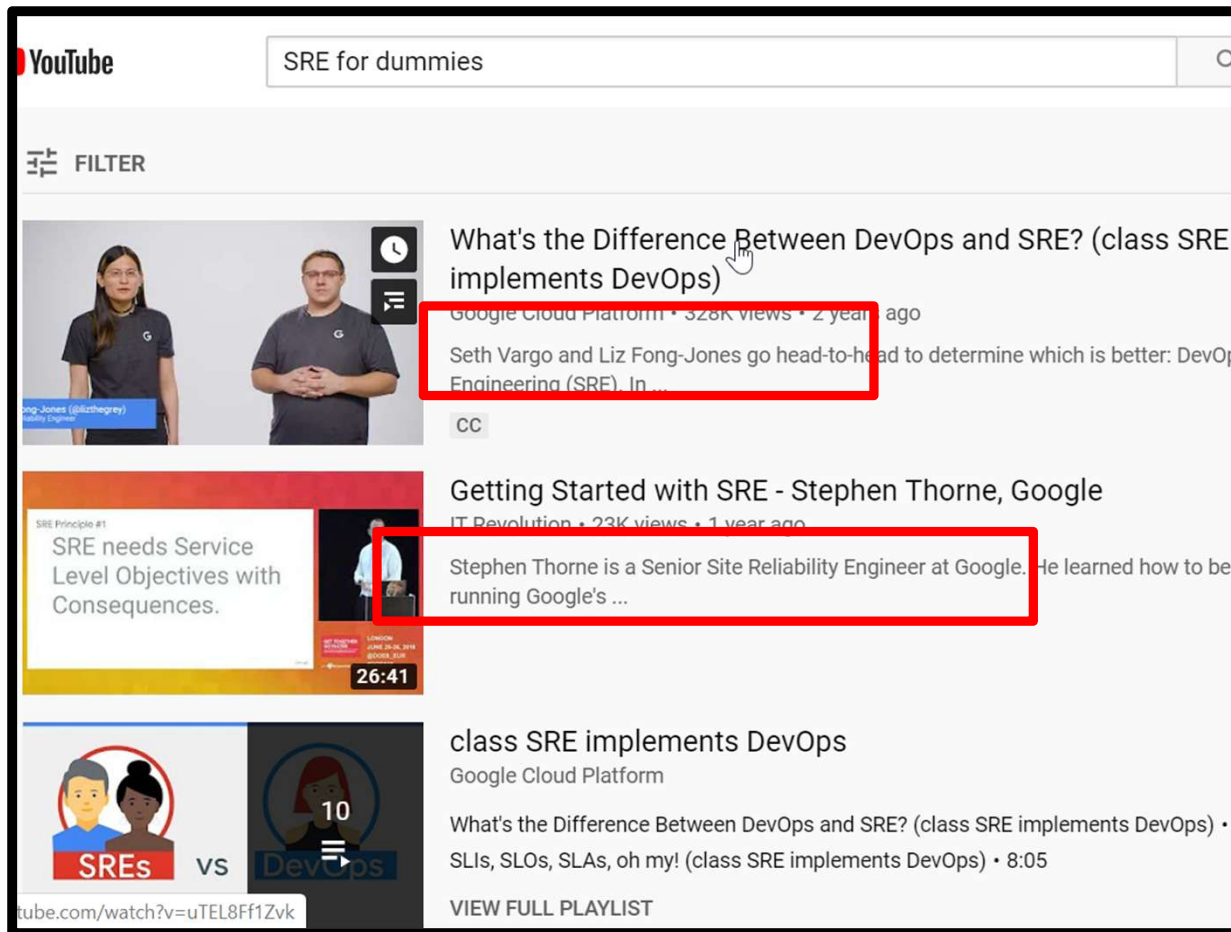
Some companies have specific career X handles

Applicants are applying!

**Out of 1000 candidates
on our TAS role:
120 candidates
applied via X (Twitter)
compared to
126 from Indeed
and 144 from Google**

	P	Q	R	S	T	U
	Country, State/Prov.	Assets, Requiremer	Assessment Result	Assessment Result	Assessment Result	Source Name
1						
4		0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
7	United States - Ohio	0 / 0 - 1 / 1	Fail - A1	- A2	- A3	Twitter – Corporate Tweet
10		0 / 0 - 1 / 1				Twitter – Corporate Tweet
11		0 / 0 - 1 / 1	Pass - A1	Fail - A2	- A3	Twitter – Corporate Tweet
14		0 / 0 - 1 / 1				Twitter – Corporate Tweet
30		0 / 0 - 1 / 1				Twitter – Corporate Tweet
35		0 / 0 - 1 / 1				Twitter – Corporate Tweet
36		0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
43		0 / 0 - 1 / 1	Pass - A1	- A2	- A3	Twitter – Corporate Tweet
46	United States - Texas	0 / 0 - 0 / 1				Twitter – Corporate Tweet
49		0 / 0 - 1 / 1				Twitter – Corporate Tweet
66	United States - South Carolina	0 / 0 - 1 / 1	Pass - A1	Pass - A2	Fail - A3	Twitter – Corporate Tweet
74		0 / 0 - 1 / 1				Twitter – Corporate Tweet
75		0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
79	United States - Maryland	0 / 0 - 0 / 1				Twitter – Corporate Tweet
86		0 / 0 - 1 / 1	Fail - A1	- A2	- A3	Twitter – Corporate Tweet
92		0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
96	United States - Michigan	0 / 0 - 0 / 1				Twitter – Corporate Tweet
105		0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
107	United States - California	0 / 0 - 1 / 1	Pass - A1	Pass - A2	Fail - A3	Twitter – Corporate Tweet
108		0 / 0 - 1 / 1				Twitter – Corporate Tweet
113	United States - Colorado	0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
117		0 / 0 - 0 / 1				Twitter – Corporate Tweet
121	United States - Pennsylvania	0 / 0 - 1 / 1	Pass - A1	Pass - A2	Pass - A3	Twitter – Corporate Tweet
152	United States - Illinois	0 / 0 - 1 / 1				Twitter – Corporate Tweet
157		0 / 0 - 1 / 1				Twitter – Corporate Tweet

Recruiters Search YouTube



Recruiters Use
YouTube

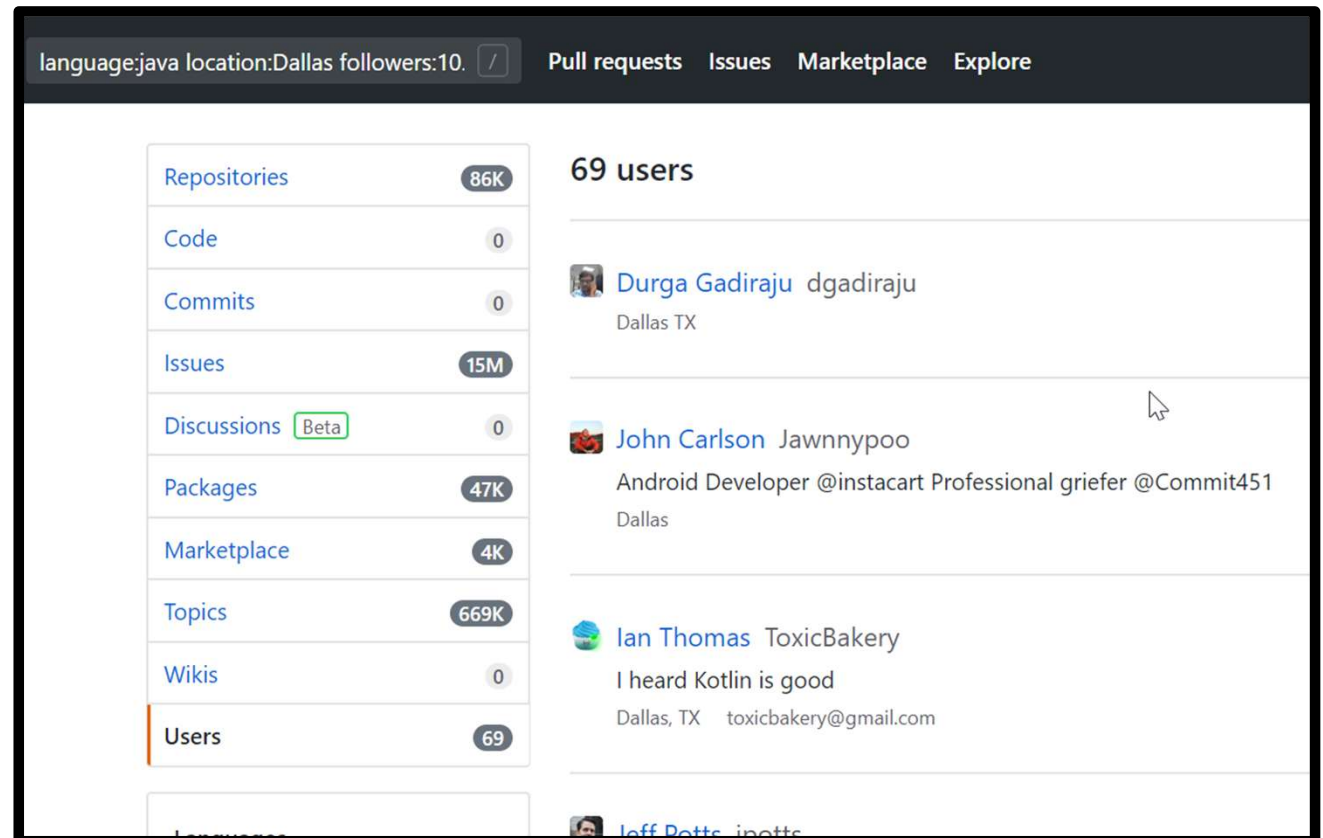
☐ To Learn

☐ To Recruit

Recruiters Search on GitHub

We can do it the complicated way:


language:java
location:Dallas
followers:10..*
repos:10..*



Or We Can Search Github Using Octohunt


OCTOHUNT

FIND DEVELOPERS ON GITHUB



Durga Gadiraju
IT Versity

29 REPOSITORIES 940 GISTS 1755 FOLLOWERS



Jeff Potts
Metaversant



Scott Frederick
scottfrederick

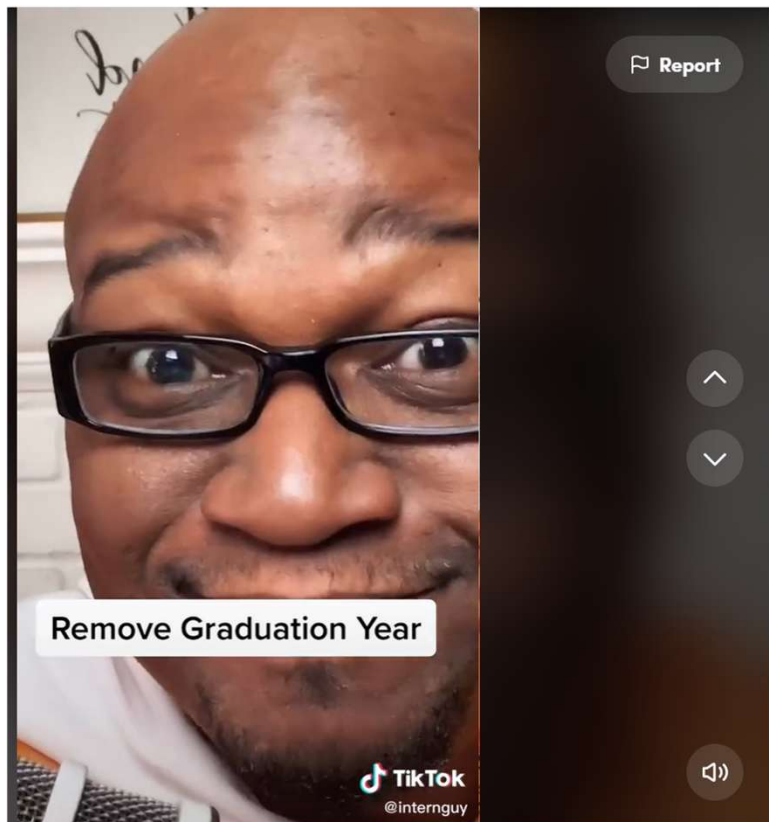
 VMware

 Dallas/Fort Worth TX

 scottfred@gmail.com

 <http://scottfrederick.io/>

Recruiters Interact with Candidates on TikTok



The screenshot shows a TikTok video interface. On the left is a video of a man with glasses and a goatee, wearing a white shirt. A white text box with the text "Remove Graduation Year" is overlaid on the bottom left of the video. The TikTok logo and the username "@internguy" are visible in the bottom right corner of the video frame. To the right of the video is a dark vertical bar with a "Report" button at the top, and up/down arrows and a volume icon at the bottom. Further right is the video's metadata: the username "internguy" with a yellow profile picture, the text "cmnitram · 3-25", and a red "Follow" button. Below this is the video description: "the long awaited part 2 #resumetips #Internguy #sah #collegelife #sjsu". The music information "Blue Blood - Heinz Kiessling & Various Artists" is shown with a musical note icon. Engagement stats show 53 likes (heart icon) and 2 comments (speech bubble icon). A "Share to" section includes icons for Facebook, Reddit, Pinterest, Twitter, WhatsApp, and a generic share icon. Below the share icons is a text input field containing the URL "https://www.tiktok.com/@internguy/video/694367125722..." and a "Copy link" button. At the bottom, a grey box contains the text "Login to see comments", "Login to see comments and like the video.", a red "Log in" button, and the text "Don't have an account? Sign up".

Report

internguy
cmnitram · 3-25

Follow

the long awaited part 2 #resumetips #Internguy #sah #collegelife #sjsu

Blue Blood - Heinz Kiessling & Various Artists

53 2

Share to

<https://www.tiktok.com/@internguy/video/694367125722...> Copy link

Login to see comments
Login to see comments and like the video.

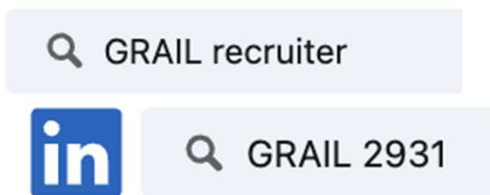
Log in

Don't have an account? Sign up

You Found a Job to Apply To - Now What?

Apply immediately, due to the economy roles are being taken down quickly due to the amount of applications

Go to LI, and search to see if you know anyone at the company, use the position title and number

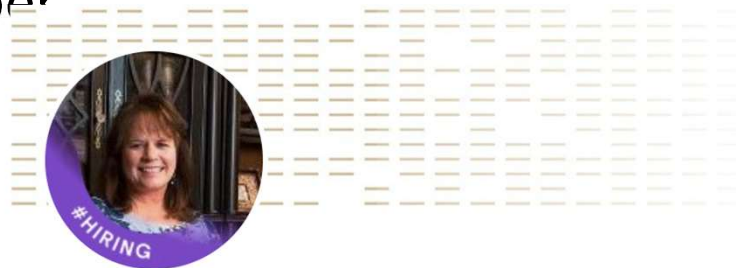


Rosanna (Ro) McCormick · 1st

Data Enthusiast & Senior Sourcing Partner for Recruiting in C...
3mo · 🌐

The Commercial organization at Grail is continuing to expand in Menlo Park, CA and below are strategic, high-impact, critical roles that we are hiring for immediately.

Job: 2732 Senior Commercial Training Manager
Job: 2733 Senior Manager, Enterprise Insights
Job: Pending - Market Insights Associate Director
Job: 2959 Sales Operations Senior Manager
Job: 2716 Sales Operations Senior Manager
Job: 2731 Commercial Analytics Senior Manager
Job: 2931 Incentive Compensation Senior Manager



Gail Houston

GRAIL - Associate Director of Recruiting

Mountain View, California, United States · [Contact info](#)

500+ connections

Open to

Add profile section

More

Hiring: Sales Incentives Senior Manager (Menlo Park or San Diego, CA) #2931
GRAIL · Menlo Park, California, United States (On-site) · 16 days ago
[Show job](#)

when



George Cortazar · 1st
Helping Talented Professionals Achieve Rewarding Careers: Commercial R...
6d · 🌐

GRAIL - Sales Incentive Senior Manager

This position can be located in Menlo Park, CA or San Diego, CA.

As part of the Commercial Operations & Insights team, you will lead design and implement effective and scalable sales incentives programs. This includes the administration of incentive programs for multiple sales channels.

Ideal candidate will have 3+ years of incentive compensation in a high growth organization.

Please reach me or Rosanna (Ro) McCormick for more information. Or apply and we will get back to you right away.

<https://lnkd.in/g7nSHau4>

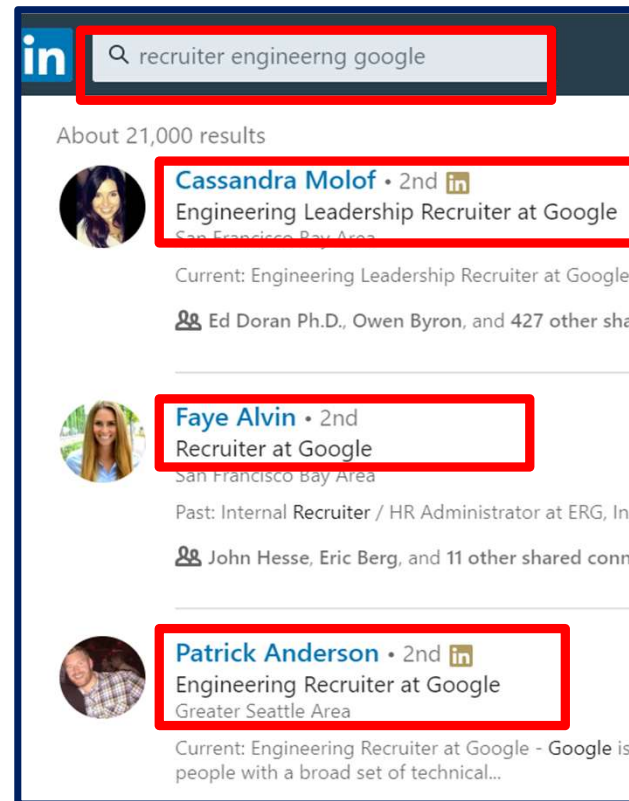
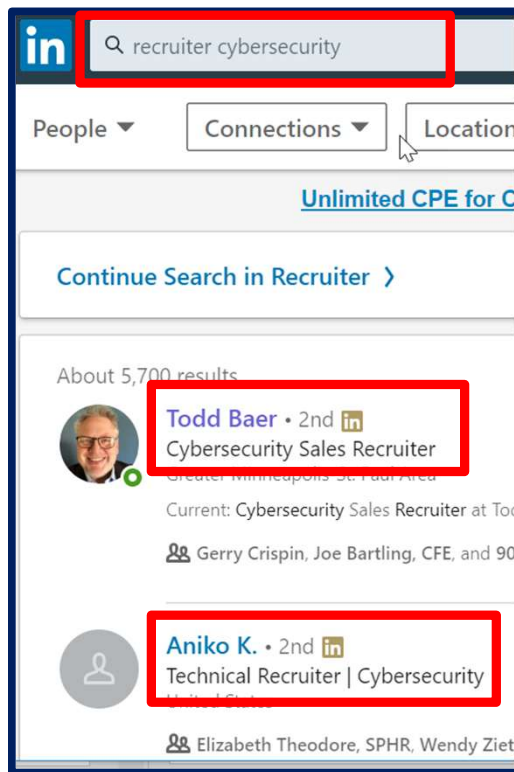
G C



GRAIL

GRAIL - Sales Incentives Senior Manager (Menlo Park, CA) #2931
[jobs.lever.co](#) · 3 min read

How You Can Find Recruiters on LinkedIn



- Review Headline
- Review Summary
- When Messaging
 - ☐ Review company website
 - ☐ Add position number and title
 - ☐ Include Resume

Search using recruiter and keyword, you can add company to narrow down

Read Headlines Before Reaching Out




Todd Baer · 2nd 
Cybersecurity Sales Recruiter



Haley Marcus · 2nd 
Senior Tech Recruiter (Cybersecurity/Infrastructure)



Steve Velasco · 2nd 
Sr. Cyber Security Recruiter at NinjaJobs




Jessica Magnuson · 2nd 
Cyber Security Recruiter at Verizon



Hsiao-Wei Liu · 2nd 
Data Science Recruiter at Google

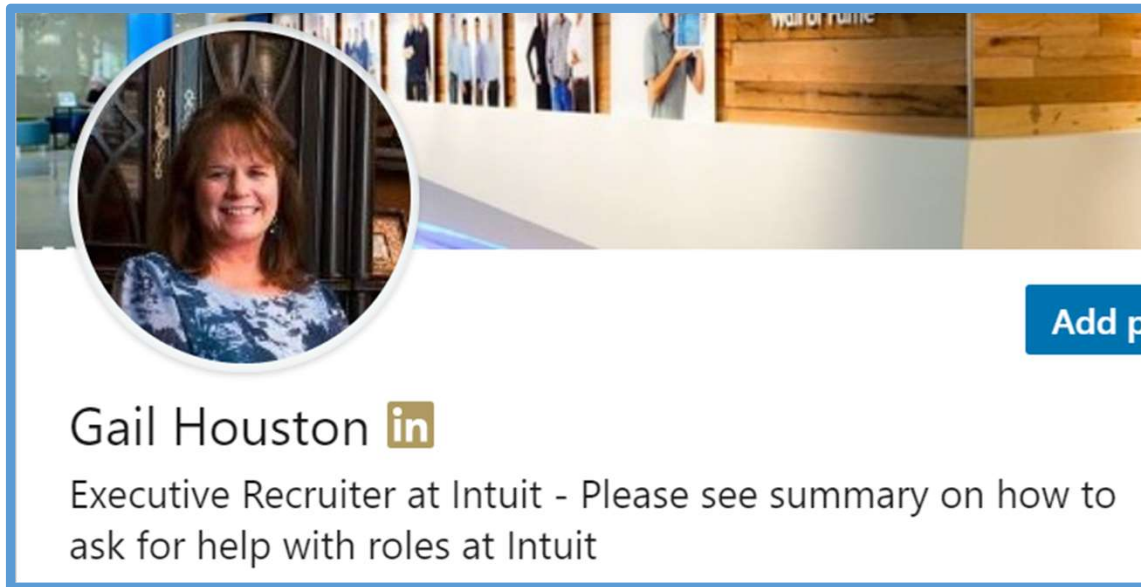


Michael Thomas · 2nd 
AI/ML Recruiting Team at Cruise




Thandi Young · 2nd 
Data Science Recruiter at Google

Read Summaries / About Section Before Reaching Out



A LinkedIn profile card for Gail Houston. It features a circular profile picture of a woman with brown hair smiling, wearing a blue patterned top. The background of the card shows a museum exhibit with a 'Wall of Fame' and several framed photos of people. To the right of the profile picture is a blue button with the text 'Add p'. Below the profile picture, the name 'Gail Houston' is followed by the LinkedIn logo. Underneath the name is the text 'Executive Recruiter at Intuit - Please see summary on how to ask for help with roles at Intuit'.

Gail Houston 

Executive Recruiter at Intuit - Please see summary on how to ask for help with roles at Intuit

About

gail_houston@intuit.com --- I am part of the Executive Recruiting Team here at Intuit. If you want to contact me regarding a position, please email and include your resume and position number. If you are a college grad, intern or coop, please apply on line and email intuituniversity@intuit.com

When Sending Inmails | Emails

- **When sending email**
 - Recommend using a T-Cover Letter
 - Include the position number, job title
 - Include resume
- **When sending inmails**
 - We recommend a quick overview that includes resume, position number and title, and your email address.
 - Mention that you have also applied online
- **Always send thank you letters**

Responding to an Inmail when you are interested

- Always include your email and phone number
- You can suggest times of days that will work for you
- Recruiters are taught to keep inmails short, if you are interested you might want to check out their website. They may not include a link but they typically will include a title
- **Ask for the recruiters contact information** as well and create a contact
- Ask the recruiter or hiring manager if you can connect directly with them on LinkedIn when the interviews are done. Some recruiters may have you connect immediately
- Always look up the hiring managers or interviewers profile prior to the interview. Google the interviewers name with the word blog, speaker, presentation, Youtube or Slideshare to see if you can learn anything more. If they are technical, see if they have a github profile
- Check out their company page on LinkedIn, google the company

When Sending Inmails | Emails – Do Not Say

- **Do you have a role that matches** – look at the company's career site. They might have 100 Software Engineer roles in 20 different locations. Send the recruiter your resume and the position number that you feel matches.
- **Can I send you my resume** – you have already emailed the recruiter, attach the resume up front along with the position number. The more back and forth we have to do, the harder it will be for you to get a response
- **Can I get the name of the person who is working on this role** – most recruiter's won't give out other recruiters names at their company, especially their university recruiters. Check out LinkedIn, put in the name of the company, recruiter, and then your target (i.e. Intuit recruiter university OR Intuit recruiter "product management"). Try to get to the right recruiter first.

Why you should answer Inmails even if not interested in particular role or looking

We recommend you always answer inmails regardless of whether you are interested in the role or even open to new opportunities

- ☐ You never know when you might need a new job, the best time to network is before you need it
- ☐ Let recruiter know you aren't interested but that you will keep them in mind in case you run across anyone. Ask them to share their contact info and save. Share your contact info with them as well. Share referrals

Form relationships with recruiters at targeted companies in advance of need – no one could have ever predicated Covid 19, those that have networked in advance have the advantage, they are not starting from scratch

Example of a T-Cover Letter

Quick intro

Your Posted Requirements	My matching qualifications
Requirement #1	Qualification #1
Requirement #2	Qualification #2
Requirement #3	Qualification #3

Quick wrap up

T-Cover Letter Example

Insert Company Requirement
VS
Your Experience

Doesn't have to be in T-shape
But easier to read

The key is to do the exercise

January 17, 2020

Company Name
City, State and Zip Code

Dear Hiring Manager:

I noted with interest your requirement on LinkedIn for a Senior Recruiter in Dallas. My most recent experience was with Software Systems, helping them build their professional services organization in the Southwest from 10 to over 125 consultants and systems engineers, and then managing a recruiting staff in Chicago, Dallas and San Francisco. This required building partner relationships with directors, vice presidents and hiring managers.

Your Requirements	My Qualifications
1. BA or BS degree	1. Received MBA in Industrial Relations, U of California at Berkeley; BA in History, Texas A&M University.
2. Industry experience	2. Worked in telecommunications, software, defense electronics, travel and hospitality, semiconductors and consumer electronics.
3. Relationships	3. Built and maintained partner relationships with hiring managers, directors and vice presidents, and with candidates.
4. Sourcing	4. Used a variety of sourcing methods including cold calling, college recruiting, job fairs, direct sourcing, job boards and direct searching, internal resume databases, and employee referrals. Developed and implemented a strategy for a high-volume recruiting campaign (hired 185 software and systems engineers in 1 year), established a college recruiting and relations program (17 colleges) and used contract recruiters to meet peak hiring requirements.
5. Management	5. Managed a staff of 4 direct and 2 contract recruiters covering the central and western United States for Software Systems.
6. Salary negotiations	6. Negotiated salaries with candidates in conjunction with the hiring manager, and extended offers of employment and closed successful candidates.

I will contact you next week to arrange a mutually convenient time when we can get together to discuss your requirements and my background and experience.

Sincerely,

John Jones

Example of a Thank You Note

Dear Hiring Manager,

Thank you for your time this morning for the Quality Manager opportunity at Bauer and Peterson Manufacturing Consulting Inc.

I'm confident that my experience would contribute to Bauer and Peterson Manufacturing Consulting, Inc.'s overall business success. I've acquired my Six Sigma Black Belt last year, developed four Six Sigma teams and ISO 9001 processes for several organizations. I am also certified in conducting training related courses such as Project Management, Change Management and Value Stream Mapping.

I appreciate your support in presenting my background to hiring management. I will contact you by the middle of this week, if acceptable to you, on the status of the process.

Regards,

Your Name
Your Phone Number
Your LinkedIn URL
Your Email Address

*Appreciation for Time
Identification of Position*

*Affirmation of Match,
Alignment*

*Specific Qualification
Differentiation*

*Promotion of Undisclosed
Value Add (Skill, Experience,
or Competency)*

*Appreciation for Support
Contact Expectations*

Ease of Contact Information

*Invitation to Review LinkedIn
Profile*

What to Say if You Have Been Turned Down

- **Always say thank you** – The hardest message for a recruiter or hiring manager to deliver is that you didn't get the job. Be kind when they do give you feedback (as they should be). You never know if the requirements will change and they will come back to you. You might be a close second for that role or maybe they feel you are a better fit for another role. If you are rude, snarky they won't come back to you. They will feel they dodged a bullet.
- **You can ask for feedback** – “I would love to hear more specific feedback so I can prepare better for the next interview. Are you able to provide that?”
- **Would love to stay in touch for the future** – let the recruiter / hiring manager know you have enjoyed working with them and would love to stay in touch for future roles
- **May I refer someone that might be a better fit** – let them know you realize you did not have xyz, but if you run across someone in your network that does, may you refer them over. It is all about forming that ongoing relationship

LinkedIn Messaging is not a Chat Site



- Increase the odds of hearing back from a recruiter by reading their profile,
- ☐ Does their headline or summary provide clues as to that area they recruit for
 - ☐ Does their summary section say how to contact them and what to provide

Applicant Tool - Final RoundAI interview coach

A tool designed to help job seekers prepare for final interviews through simulated practice and AI feedback.

How applicants use it:

- Simulate final-round interviews with company-specific prompts and role-based questions.
- Receive AI-driven feedback on clarity, confidence, and content of responses.
- Benchmark answers against successful candidates' responses.
- Refine behavioral responses using STAR or CAR frameworks.
- Practice timed interview segments to improve pacing and reduce rambling.



1. FINALROUND AI

Subscribe

Applicant Tool - Teal

(track jobs, resume rewrites, researches companies)



2. TEAL

A career growth platform offering tools to manage job applications, track progress, and improve personal branding.

How applicants use it:

- Organize and track multiple job applications with a centralized dashboard.
- Auto-customize resumes based on job descriptions.
- Store and reuse answers to common interview questions.
- Analyze job descriptions to tailor cover letters and LinkedIn profiles.
- Get alerts and reminders for follow-ups and interviews.