



Resource Library

Recruiter Hacks for Networking

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Recruiter Hacks for Networking

Presented by Jim Folger

President, OneSource Technical, Inc.

www.onesourcetechnical.com

Networking Requirements

1. Target company(s).
2. Name of a person to network with.
3. Email address.
4. Phone number.
5. Methodology for networking.

Assumptions

Job Title – Mechanical Design Engineer

Education – BS in Mechanical Engineering

Certifications – Professional Engineer (P.E.), Certified SolidWorks Professional (CSWP)

Experience Summary – 15 years experience designing complex mechanical machinery. 10 years experience with 3-D modeling using SolidWorks (expert level). 5 years experience in technical lead roles leading teams ranging from 5-10 people.

Location – Greater Cleveland, OH area. Not interested in relocating at this time due to family reasons.

Reason for Looking – Previous employer moved the mechanical design function to China and my position was eliminated.

Target Companies – I have one target company (Swagelok). I would like to find more.

Target Companies

- Reference USA (Quick Search)

U.S. Businesses Database

Quick Search

Advanced Search

Fill out one or more of the following criteria boxes, then click "View Results" button.

Company Name

Executive First Name

Executive Last Name

City

State

Phone

[Additional Filters](#)

[Clear Search](#)

[VIEW RESULTS](#)

Target Companies

- Reference USA (Quick Search)

U.S. Businesses

16 Results

0 with e-mail addresses [more info]

◀ Revise Search

◀◀ New Search

NEW!

Details

Heat Map

Summary

Charts

Download

Print

Save Search

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	Swagelok	Douglas Neal	348 Bishop Rd	Cleveland, OH	44143	(440) 473-2050	 ↑
<input type="checkbox"/>	Swagelok		4800 E 345th St	Willoughby, OH	44094	(440) 951-7100	 ↑
<input type="checkbox"/>	Swagelok Cincinnati	Adam Woodrey	7847 Palace Dr	Cincinnati, OH	45249	(513) 469-1212	 ↑
<input type="checkbox"/>	Swagelok Co	F Callahan	1500 Danner Dr	Aurora, OH	44202	(330) 562-9030	 ↑
<input type="checkbox"/>	Swagelok Co		318 Bishop Rd	Cleveland, OH	44143	(440) 473-1050	 ↑
<input type="checkbox"/>	Swagelok Co	Appasaheb Patil	29495 F A Lennon Dr # A	Solon, OH	44139	(805) 384-1060	 ↑
<input type="checkbox"/>	Swagelok Co	Arthur F Anton	29500 Solon Rd	Solon, OH	44139	(440) 248-4600	 ↓
<input type="checkbox"/>	Swagelok Co	Joseph Sarakaitis	31500 Aurora Rd	Solon, OH	44139	(440) 349-5962	 ↑
<input type="checkbox"/>	Swagelok Co	Mark Bennett	32550 Old South Miles Rd	Solon, OH	44139	(440) 542-1250	 ↑
<input type="checkbox"/>	Swagelok Co		6050 Cochran Rd	Solon, OH	44139	(440) 649-2400	 ↑

Headquarter
Location

Target Companies

- Reference USA (Quick Search)


Industry Profile		Collapse ↕
SIC Code	Descriptions	
3678-98	Electronic Connectors (Mfrs)	✓ Primary
2851-98	Paint Varnish & Allied Products (Mfrs)	
2891-98	Adhesives & Sealants (Mfrs)	
3491-98	Industrial Valves (Mfrs)	
3492-98	Fluid Power Valves/Hose Fittings (Mfrs)	
3494-02	Pipe Fittings-Manufacturers	
3498-98	Fabricated Pipe & Pipe Fittings (Mfrs)	
5051-08	Tube Fittings (Whls)	
8742-13	Marketing Programs & Services	
9999-66	Federal Government Contractors	

Major
Industry
Group

Target Companies

- Reference USA (Custom Search)

☐ Executive Title
☐ Executive Gender
☐ Executive Ethnicity

☒ Business Type 

☐ Keyword/SIC/NAICS
☒ Major Industry Group




☒ Geography

☐ Map Based Search
☐ City / State
☐ Metro Area
☐ ZIP Codes
☐ Radius
☐ County
☐ Street Address
☐ Neighborhood

☒ Phone

☐ Business Phone
☐ Area Code
☐ Toll Free Numbers
☐ Fax Numbers

☒ Business Size

Major Industry Group Search Tips  Collapse  Remove 

☒ Agriculture, Forestry, & Fishing (01-09) 0 selected
☒ Mining (10-14) 0 selected
☒ Construction (15-17) 0 selected
☒ Manufacturing (20-39) 784 selected

☒ 20-FOOD & KINDRED PRODUCTS MFRS 0 selected
☒ 21-TOBACCO PRODUCTS MFRS 0 selected
☒ 22-TEXTILE MILL PRODUCTS MFRS 0 selected
☒ 23-APPAREL & OTHER FINISHED PRODUCTS-MFRS 0 selected
☒ 24-LUMBER & WOOD PRODS EXCEPT FURNTR MFRS 0 selected
☒ 25-FURNITURE & FIXTURES MFRS 0 selected
☒ 26-PAPER & ALLIED PRODUCTS MFRS 0 selected
☒ 27-PRINTING PUBLISHING & ALLIED INDUSTRIES 0 selected
☒ 28-CHEMICALS & ALLIED PRODUCTS MFRS 0 selected
☒ 29-PETROLEUM REFINING & RELATED INDS MFRS 0 selected
☒ 30-RUBBER & MISCELLANEOUS PLASTICS MFRS 0 selected
☒ 31-LEATHER & LEATHER PRODUCTS MFRS 0 selected
☒ 32-STONE CLAY GLASS & CONCRETE PRODS MFRS 0 selected
☒ 33-PRIMARY METAL INDUSTRIES MFRS 0 selected
☒ 34-FABRICATED METAL PRODUCTS MFRS 334 selected
☒ 35-INDUSTRIAL & COMMERCIAL MACHINERY MFRS 450 selected
☒ 36-ELECTRONIC & OTHER ELECTRICAL EQUIP MFR 0 selected
☒ 37-TRANSPORTATION EQUIPMENT MFRS 0 selected
☒ 38-MEASURING & ANALYZING INSTRUMENTS-MFRS 0 selected
☒ 39-MISCELLANEOUS MANUFACTURING INDS MFRS 0 selected

Target Companies

- Reference USA (Custom Search)

Financial Data

☐ Stock Exchange
☐ Ticker Symbol
☐ Credit Rating
☐ Business Expenditures

Special Selects

☐ Web Address
☐ Social Site Links
☐ Fortune 1000
☐ Yellow Page Ad Size
☐ Years In Database
☐ Year Established
☐ Square Footage
☐ Professionals (All / One)

Metro Area

[Search Tips](#)
[Collapse](#)
[Remove](#)

Select a State

Ohio

Filter Choices

CAMBRIDGE, OH

CANTON-MSLN, OH

CELINA, OH

CHILLICOTHE, OH

CINCINNATI, OH

CLEVELAND, OH

COLUMBUS, OH

COSHOCTON, OH

DAYTON, OH

CLEVELAND, OH

[Clear Field\(s\)](#)

Target Companies

- Reference USA (Custom Search)

Number Of Employees
Search Tips ⓘ Collapse ⌵ Remove ✕

1-4	100-249
5-9	250-499
10-19	500-999
20-49	
50-99	
100-249	
250-499	
500-999	
1000-4999	

Currently searching *Both Corporate & Location* number of employees

SHOW MORE OPTIONS
[Clear Field\(s\)](#)

Sales Volume
Search Tips ⓘ Collapse ⌵ Remove ✕

\$1-2.5 Million	\$20-50 Million
\$2.5-5 Million	\$50-100 Million
\$5-10 Million	\$100-500 Million
\$10-20 Million	\$500m - \$1 Billion
\$20-50 Million	
\$50-100 Million	
\$100-500 Million	
\$500m - \$1 Billion	
Over \$1 Billion	

SHOW MORE OPTIONS
[Clear Field\(s\)](#)

Target Companies

- Reference USA (Custom Search)

Credit Rating Search Tips ⓘ Collapse ⬆ Remove ✕

<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Very Good
<input type="checkbox"/> Good	<input type="checkbox"/> Institution
<input type="checkbox"/> Professional	<input type="checkbox"/> Unknown

[Clear Field\(s\)](#)

Target Companies

- Reference USA (Custom Search)

U.S. Businesses

91 Results

9 with e-mail addresses [more info]

[Revise Search](#)

[New Search](#)

Page 1 of 4

1

[Review](#)

[Details](#)

[Heat Map](#)

[Summary](#)

[Charts](#)

[Download](#)

[Print](#)

[Save Search](#)

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	A Raymond Tinnerman Indl Inc	Dan Kerr	1060 W 130th St	Brunswick, OH	44212	(330) 220-5100	
<input type="checkbox"/>	ABB Inc	Kevin Mccallister	29801 Euclid Ave	Wickliffe, OH	44092	(440) 585-8500	
<input type="checkbox"/>	Ace Equipment Co	Scott Heran	4725 Manufacturing Ave	Cleveland, OH	44135	(216) 267-6366	
<input type="checkbox"/>	Adalet Enclosure Systems	Fred Lemke	4801 W 150th St	Cleveland, OH	44135	(216) 267-9000	
<input type="checkbox"/>	Aero Fluid Products	Jim Reilly	313 Gillett St	Painesville, OH	44077	(440) 352-6182	
<input type="checkbox"/>	Airpower Dynamics		7350 Corporate Blvd	Mentor, OH	44060	(440) 701-2100	
<input type="checkbox"/>	AMCLO		2750 Grand Ave	Cleveland, OH	44104	(216) 791-8400	
<input type="checkbox"/>	American Spring Wire Corp	Timothy W Selhorst	26300 Miles Rd	Cleveland, OH	44146	(216) 292-4620	
<input type="checkbox"/>	Anchor Metal Processing	Fred Pfaff	11830 Brookpark Rd	Cleveland, OH	44130	(216) 362-1850	
<input type="checkbox"/>	Angstrom Precision Metals	Chris Wojtasik	8229 Tyler Blvd	Mentor, OH	44060	(440) 255-6700	
<input type="checkbox"/>	Arconic Power & Propulsion	John Shannon	3960 S Marginal Rd	Cleveland, OH	44114	(216) 391-3885	
<input type="checkbox"/>	Atlantic Tool & Die Co	Russ Haid	6965 Ridge Rd	Wadsworth, OH	44281	(330) 239-3700	

Using Google to Search LinkedIn

Google: "Google Cheat Sheet"

Restrict Search

Operators Meaning

[city1](#)

Book flights.

[city2](#)

[site:](#)

Search only one website or domain.

[\[#\]..\[#\]](#)

Search within a range of numbers.

[filetype:](#)
(or **ext:**)

Find documents of the specified type.

[link:](#)

Find linked pages, i.e., show pages that point to the URL.

Type Into Search Box (& Results)

[sfo bos](#)

(Book flights from San Francisco (SFO) to Boston (BOS).)

[Halloween site:www.census.gov](#)

(Search for information on Halloween gathered by the US Census Bureau.)

[Dave Barry pirate 2002..2006](#)

(Search for Dave Barry articles mentioning pirates written in these years.)

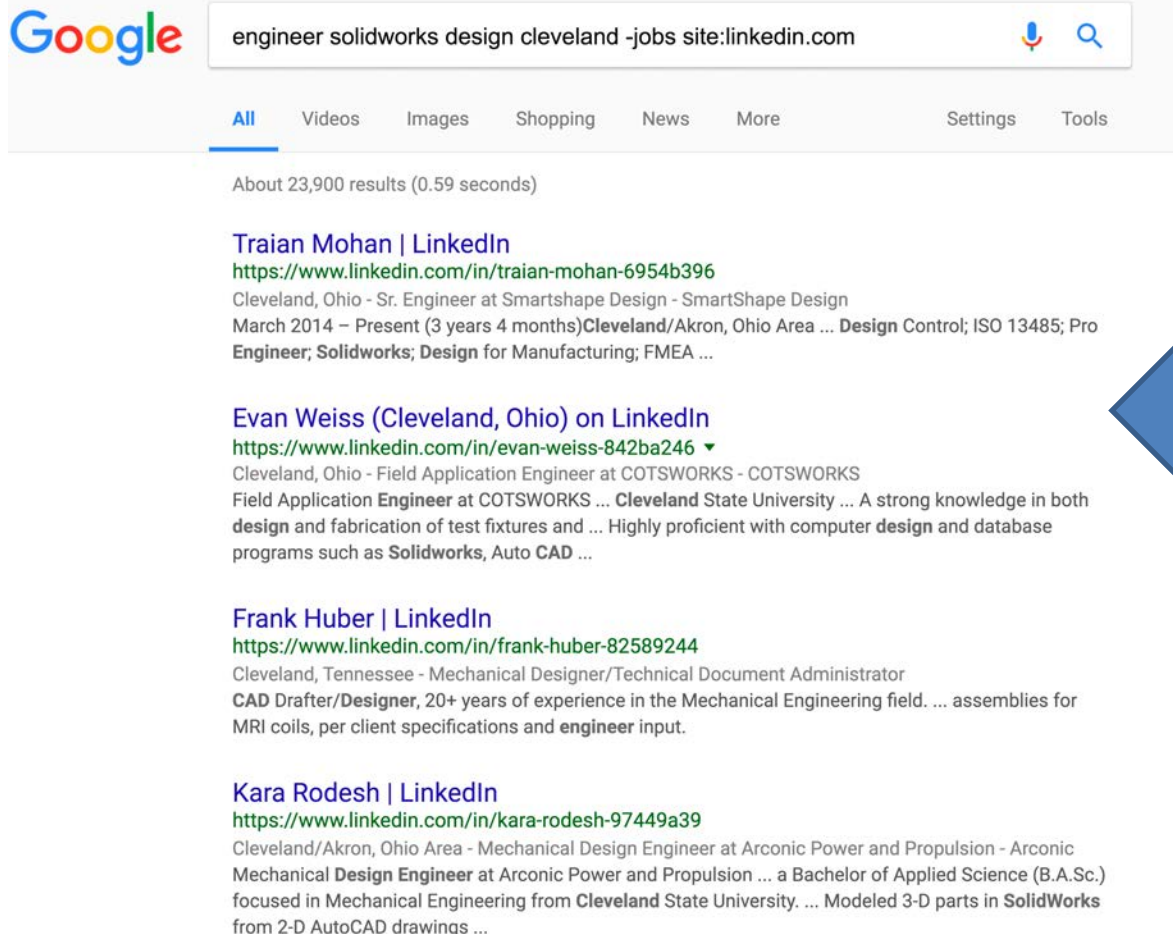
[Form 1098-T IRS filetype:pdf](#)

(Find the US tax form 1098-T in PDF format.)

[link:warriorlibrarian.com](#)

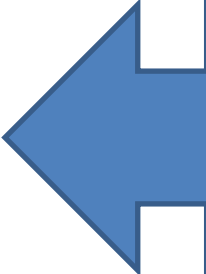
(Find pages that link to [Warrior Librarian](#)'s website.)

Target companies - Google Search (Using Site: Operator)



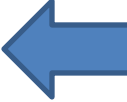
The screenshot shows a Google search interface. The search bar contains the text "engineer solidworks design cleveland -jobs site:linkedin.com". Below the search bar, the "All" tab is selected. The results show "About 23,900 results (0.59 seconds)". Four LinkedIn profiles are listed as results:

- Traian Mohan | LinkedIn**
<https://www.linkedin.com/in/traian-mohan-6954b396>
Cleveland, Ohio - Sr. Engineer at Smartshape Design - SmartShape Design
March 2014 – Present (3 years 4 months)Cleveland/Akron, Ohio Area ... Design Control; ISO 13485; Pro Engineer; Solidworks; Design for Manufacturing; FMEA ...
- Evan Weiss (Cleveland, Ohio) on LinkedIn**
<https://www.linkedin.com/in/evan-weiss-842ba246> ▼
Cleveland, Ohio - Field Application Engineer at COTSWORKS - COTSWORKS
Field Application Engineer at COTSWORKS ... Cleveland State University ... A strong knowledge in both design and fabrication of test fixtures and ... Highly proficient with computer design and database programs such as Solidworks, Auto CAD ...
- Frank Huber | LinkedIn**
<https://www.linkedin.com/in/frank-huber-82589244>
Cleveland, Tennessee - Mechanical Designer/Technical Document Administrator
CAD Drafter/Designer, 20+ years of experience in the Mechanical Engineering field. ... assemblies for MRI coils, per client specifications and engineer input.
- Kara Rodesh | LinkedIn**
<https://www.linkedin.com/in/kara-rodes-97449a39>
Cleveland/Akron, Ohio Area - Mechanical Design Engineer at Arconic Power and Propulsion - Arconic
Mechanical Design Engineer at Arconic Power and Propulsion ... a Bachelor of Applied Science (B.A.Sc.) focused in Mechanical Engineering from Cleveland State University. ... Modeled 3-D parts in SolidWorks from 2-D AutoCAD drawings ...



Make note of
where these
people work and
consider those
companies for
your target
companies list...







Networking Requirements

1. Target company(s). ✓
2. Name of a person to network with. 
3. Email address.
4. Phone number.
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Name of Person to Network with - LinkedIn Search (Premium Career)

Possible
Networking
Contacts

Showing 24 results

	Greg Ard • 2nd Supplier Development Engineering Manager at Swagelok Cleveland/Akron, Ohio Area Past: Quality Manager, Valve Service Group at Swagelok 6 shared connections	Connect
	Dave Hasak • 2nd Engineering Manager Cleveland/Akron, Ohio Area Current: Design Engineering Manager at Swagelok 4 shared connections	Connect
	Mike Mohlenkamp • 2nd Applications Engineering Manager at Swagelok Cleveland/Akron, Ohio Area 3 shared connections	Connect
	Michael Zadel • 2nd Service Group Engineering Manager - Swagelok Cleveland/Akron, Ohio Area Current: Service Group Engineering Manager at Swagelok 3 shared connections	Connect
	John Glessman • 2nd Field Engineering Manager at Swagelok Cleveland/Akron, Ohio Area Past: Supervisor - Assembly and Service Center at Swagelok 2 shared connections	Connect
	Brian Van Valkenburg • 2nd Engineering Manager at Swagelok Cleveland/Akron, Ohio Area 3 shared connections	Connect

Filter people by [Clear all \(3\)](#)

Connections

☐ 1st ☐ 2nd ☐ 3rd+

Keywords

First name

Last name

Title

Company

School

Locations

☒ Cleveland/Akron, Ohio Area
☐ United States
☐ Netherlands
☐ Rotterdam Area, Netherlands
☐ Tulsa, Oklahoma Area
[+ Add](#)

Current companies

☒ Swagelok
☐ Rockwell Automation
☐ Case Western Reserve University

Boolean
String

Current
Location

Current
Company

Name of Person to Network with - Google Search (Using Site: Operator)

Google

ector OR vp OR vice) design cleveland swagelok -jobs site:linkedin.com



All

News

Images

Shopping

Maps

More

Settings

Tools

Page 2 of about 2,340 results (0.64 seconds)

Dave Hasak | LinkedIn

<https://www.linkedin.com/in/dave-hasak-7b93677>

Cleveland/Akron, Ohio Area - Engineering Manager - Swagelok

Dave Hasak. **Engineering Manager** ... **Design Engineering Manager** · Swagelok. May 1995 – Present (22 years 2 months) ... **Cleveland Engineering Society** ...

Jason P. Miller at Swagelok | LinkedIn

<https://www.linkedin.com/in/jason-p-miller-5a464620>

Canton, Ohio Area - Global Tech Center Trainer at Swagelok - Swagelok

Advise product engineers with regards to weld joint **design**, material joining processes, industrial codes, and NDE processes. Develop training material ... **Director**, **Stage Manager**, **Technical Manager** ... **Director of Sales** - Swagelok Cleveland ...

Matt Smith (Cleveland/Akron, Ohio Area) on LinkedIn

<https://www.linkedin.com/in/matt-smith-43504514>

Swagelok. **OFC and Corporate Lab Manager**. Swagelok. June 2009 – April 2014 ... **Engineering**; **Manufacturing Operations Management**; **Lean Manufacturing** ...

John Baxter | Professional Profile - LinkedIn

<https://www.linkedin.com/in/john-baxter-42a737126>


Cleveland/Akron, Ohio Area - Sr Market Manager, Semiconductor at Swagelok - Swagelok

Cleveland State University - **Fenn College of Engineering** ... John Baxter, **Sr Manager**, Semiconductor, Swagelok Company. ... Throughout his 25-plus years at Swagelok, John has been active in the **design**, manufacturing, quality assurance, ...

Boolean
String

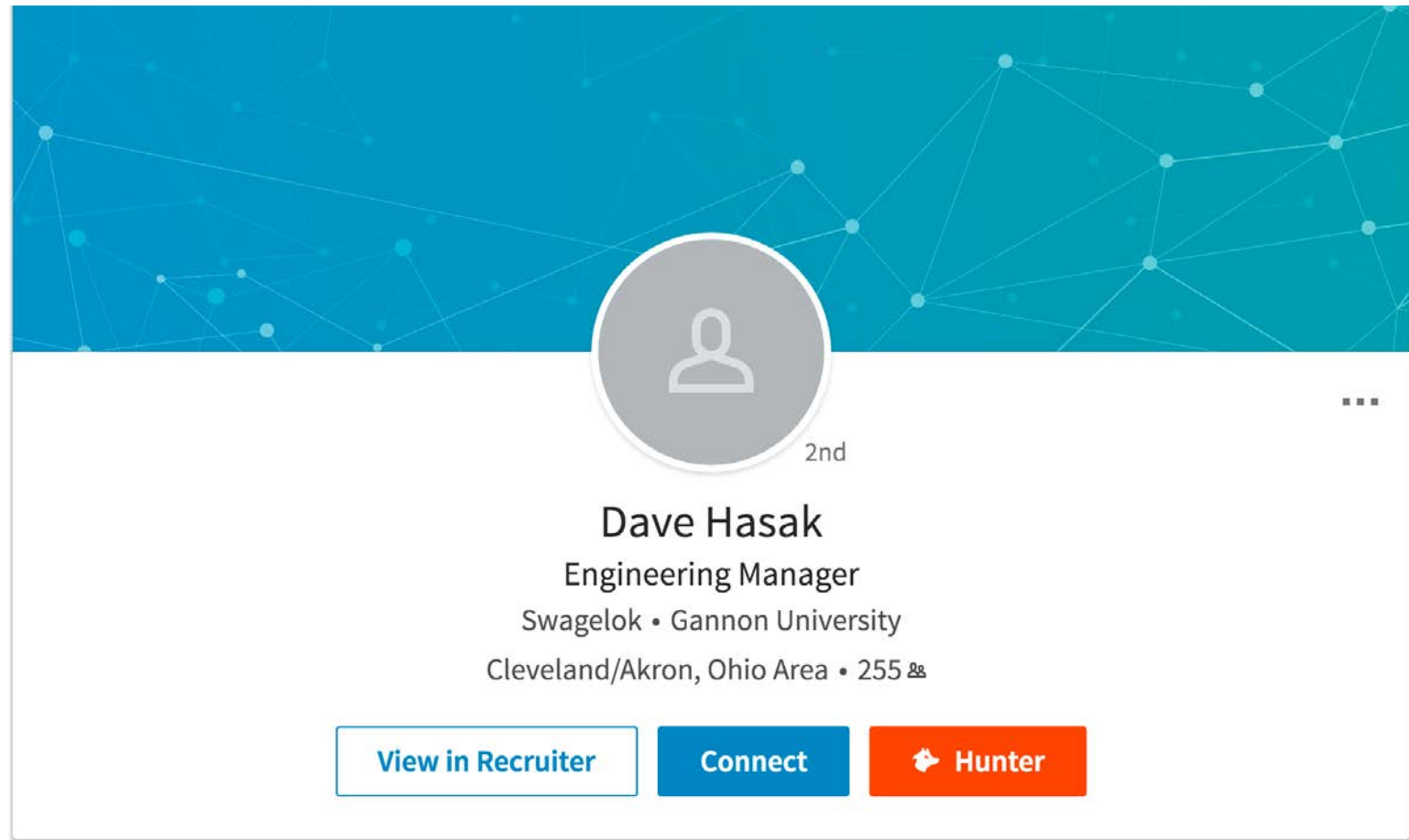
Possible
Networking
Contacts

Networking Requirements

1. Target company(s). ✓
2. Name of a person to network with. ✓
3. Email address. 
4. Phone number.
5. Methodology for networking.

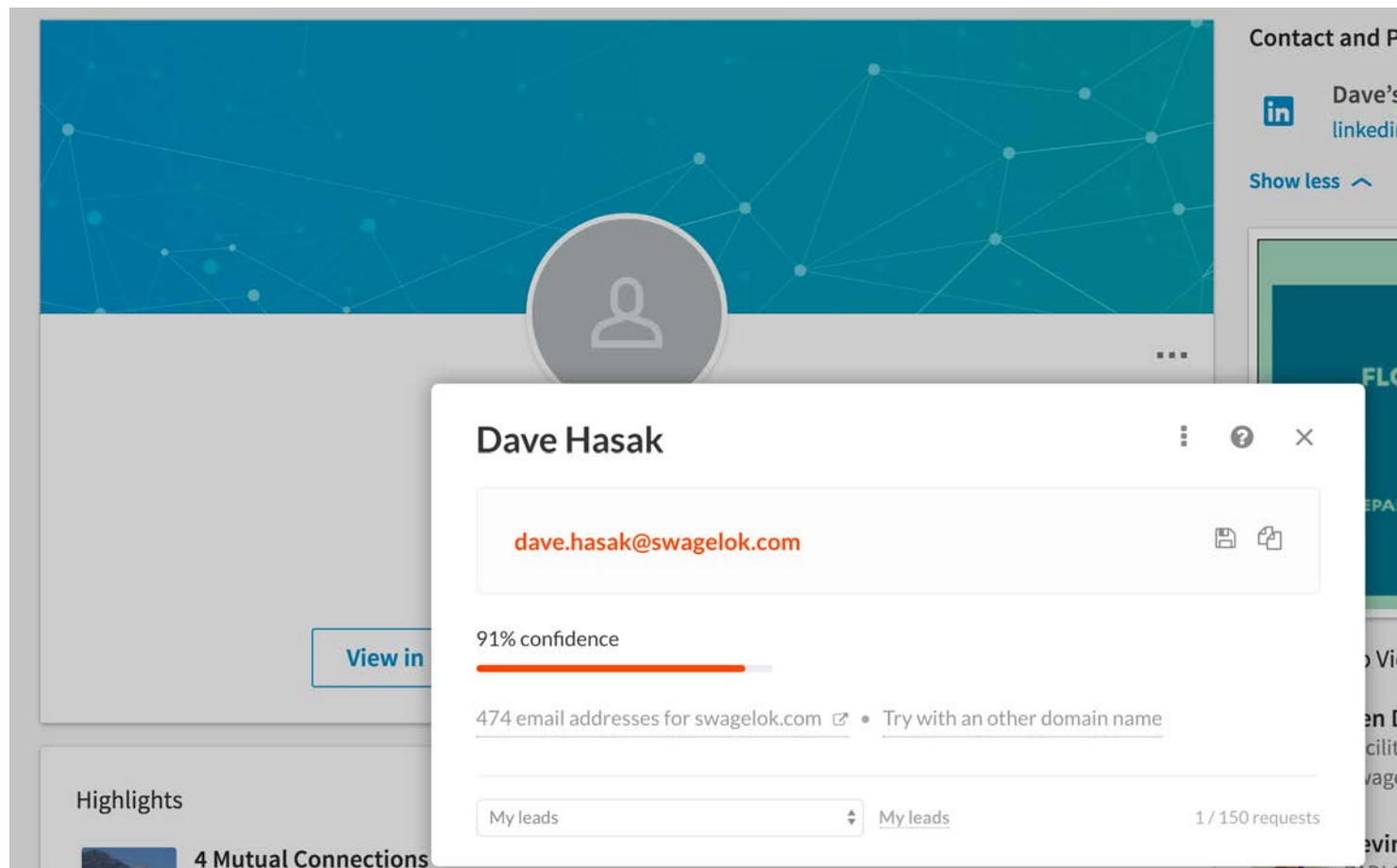
Finding Email Addresses

- Using Hunter Google Chrome Extension

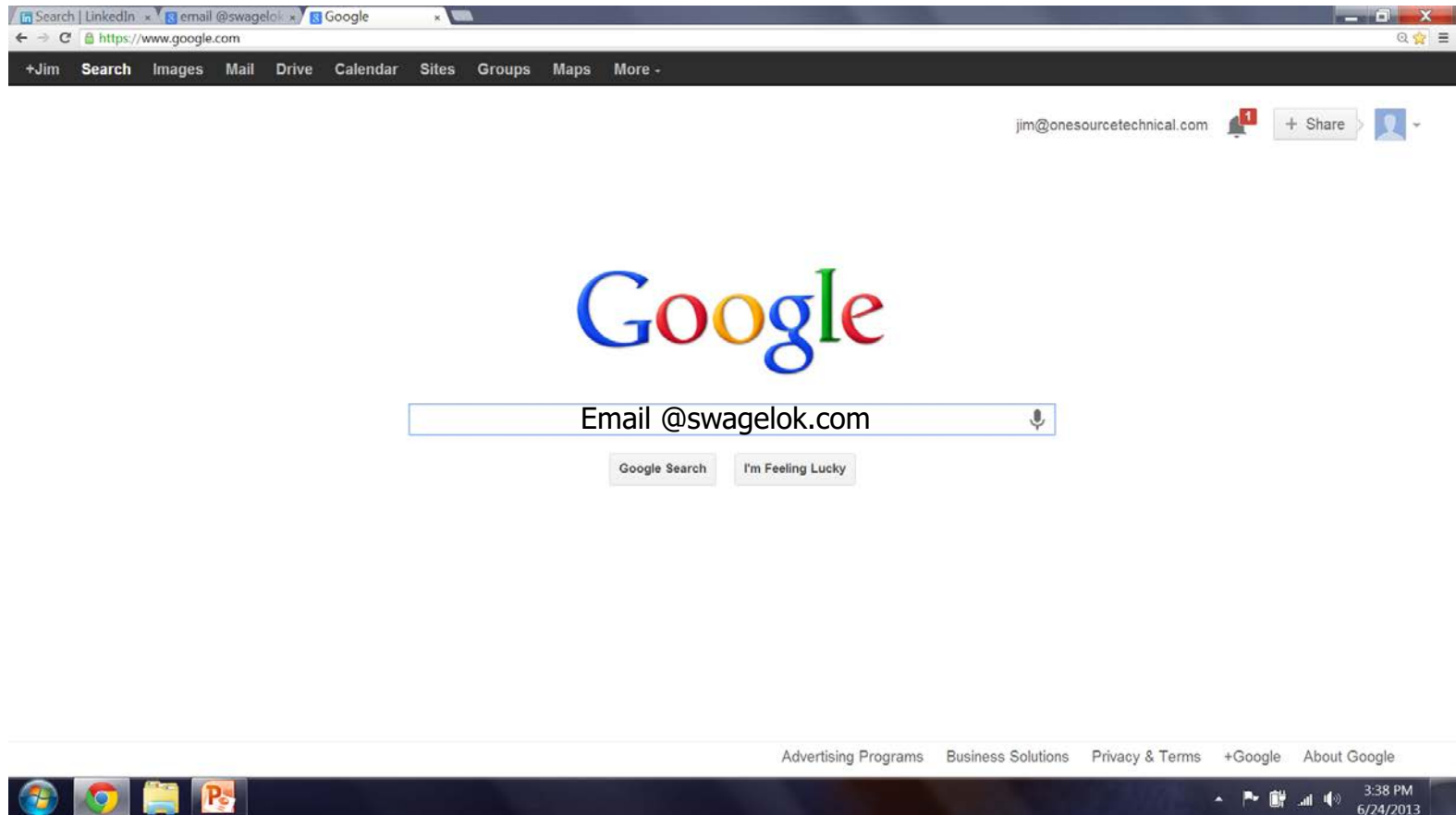


Finding Email Addresses

- Using Hunter Google Chrome Extension



Finding Email Addresses - Google Search



Finding Email Addresses - Google Search

The screenshot shows a Google search results page for the query "email@swagelok.com". The browser's address bar shows the URL: https://www.google.com/#client=psy-ab&q=email+%40swagelok.com&oeq=email+%40swagelok.com&gs_l=hp.3.0i22i30i2.2648.13573.0.25383.19.18.0.1.1.0.156.2076.0j18.18.0..0.0.1c.1.17.psy-ab.QkGsmPjN8uw&pbx=1&bav=Q. The search results include several links to company profiles and job listings. A blue callout box with a white arrow points to the email address "dean.drake@swagelok.com" in the search results. The callout box contains the text "Make note of email format".

Swagelok Co-Solon, OH | Email @swagelok.com - Joesdata.com
www.joesdata.com/companies/Swagelok_Co_4927961/1.html ▾
Corporate executive emails and company profile for Swagelok Co. at Solon, OH with phone number (440) 349-5934 and web address at www.swagelok.com ...

Swagelok Company-Mission, KS | Email @swagelok.com & Phone ...
www.joesdata.com/companies/Swagelok_Company_3566894/1.html ▾
Corporate executive emails and company profile for Kansas City Valve & Fitting Co. ... and web address at www.swagelok.com SIC code for this company is 5085.

Swagelok Co-Solon, OH - Company and Executive Data for Jobs ...
joesdata.com/companies/Swagelok_Co_7172717/1.html ▾
25+ items - Corporate executive emails and company profile for Swagelok ...

Name	Title
Greg Shaw.	Director of Technology Development.
Diane Bober.	Corporate Benefits Manager.

Swagelok Com Jobs on CareerBuilder.com
www.careerbuilder.com/Jobs/Keyword/Swagelok-Com/ ▾
3 available Swagelok Com jobs found on Careerbuilder.com. View and apply to these listings, ... Swagelok Com Jobs. Get email alerts for new. Your Email:..

dean.drake@swagelok.com - Free Email Search Results on ...
www.emailsherlock.com/emailsearch/dean.drake@swagelok.com/ ▾
Search results for: dean.drake@swagelok.com. Update Now. Validation. We checked dean.drake@swagelok.com and it seems to be a valid email address.

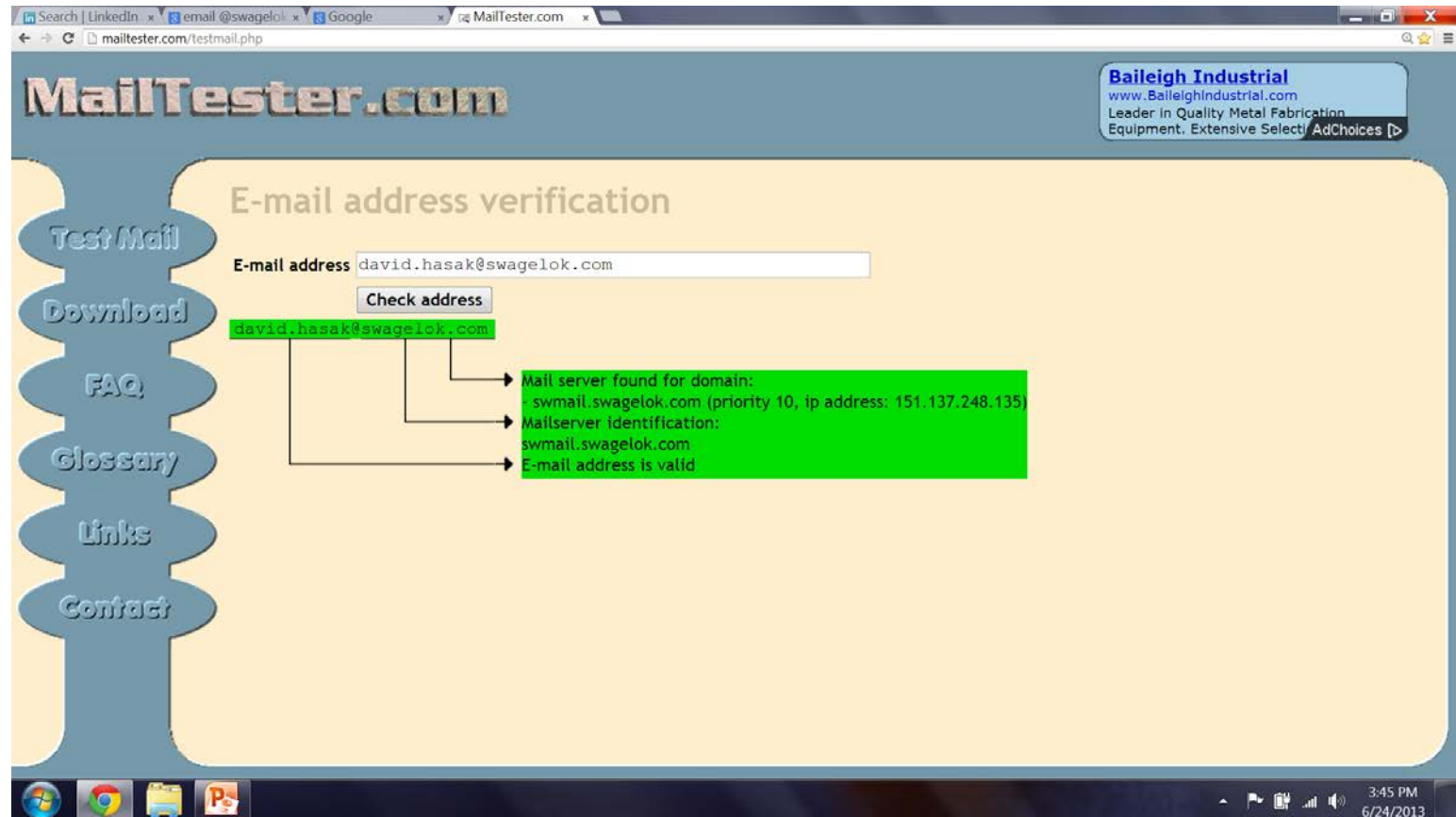
Go o o o o o o o o o o g l e >
1 2 3 4 5 6 7 8 9 10 Next

Advanced search Search Help Send feedback

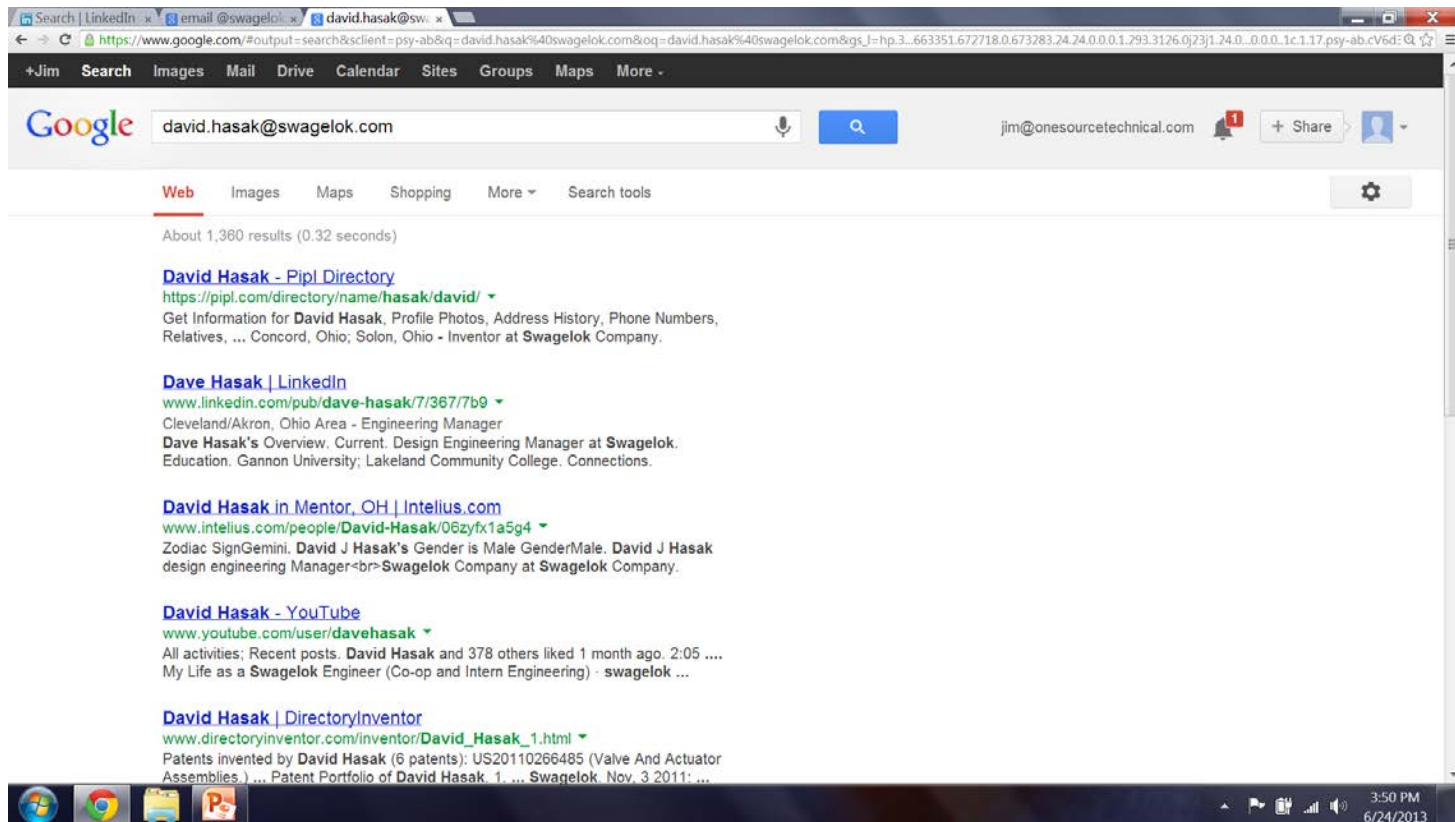
Google Home Advertising Programs Business Solutions Privacy & Terms
About Google

3:42 PM
6/24/2013

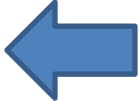
Verifying Email Address - Mailtester.com



Verifying Email Address - Google Search



Networking Requirements

1. Target company(s). ✓
2. Name of a person to network with. ✓
3. Email address. ✓
4. Phone number. 
5. Methodology for networking.

Finding Phone Number - Google Search

The screenshot shows a Google search for "swagelok solon, ohio". The search bar at the top contains the text "swagelok solon, ohio". Below the search bar, the results are displayed. On the left, there are search results for "Swagelok.com" and "Swagelok Corporate Fact Sheet". On the right, there is a map showing the location of Swagelok Co. at 29500 Solon Rd, Solon, OH 44139. The map includes a red pin and a street view of the intersection of Solon Rd and Bedford Chapel Hwy. Below the map, the company name "Swagelok Co" is displayed, along with buttons for "Directions" and "Write a review". The address "29500 Solon Rd, Solon, OH 44139" and phone number "(440) 248-4600" are listed. There is also a section for "Reviews" with a link to "1 Google review".

Search results for "swagelok solon, ohio":

- Ad related to swagelok solon, ohio
- [Swagelok.com](http://www.swagelok.com/)
- Source for Tube Fittings, Valves, & Other Fluid System Components.
- Swagelok Fittings
- Swagelok Valves
- Swagelok Hoses and Flexible Tubing
- Swagelok Measurement Devices
- [Swagelok.com](http://www.swagelok.com/) the source for tube fittings, valves, and other fluid ...
- Swagelok is a \$1.8 billion, privately-held company. Headquartered in Solon, Ohio, U.S.A., Swagelok Company is a global developer and provider of high-quality ...
- 1 Google review · Write a review
- 29500 Solon Rd, Solon, OH 44139 (440) 248-4600
- Products - Fittings - Valves - Careers
- Open Jobs - Swagelok
- View our open jobs in business operations, manufacturing, and student/entry ...
- [Swagelok Corporate Fact Sheet - Swagelok](#)
- Swagelok Company fact sheet shows products, industries served, annual sales ...

Map data ©2013 Google

Swagelok Co

Directions Write a review

Address: 29500 Solon Rd, Solon, OH 44139

Phone: (440) 248-4600

Reviews

1 Google review

Are you the business owner? Feedback

Finding Phone Number - Reference USA

The screenshot shows a web browser window with the ReferenceUSA website. The browser's address bar displays the URL: `0-www.referenceusa.com.sciron.cuyahoga.lib.oh.us/UsBusiness/Detail/Tagged/d4eeeca2d3a404da03f54a33aa0752b?recordId=009264177`. The website's header includes the "referenceUSA" logo and a navigation menu with links: Home, About Us, Data Quality, Take a Tour, Customers, Contact Us, FAQs, Resource Center, and Library Locator.

The main content area is titled "Available Databases" and shows "U.S. Businesses" with a search result for "Swagelok Co Cleveland, OH". Navigation buttons include "Back", "New Search", "Data Feedback", "Download", and "Print".


On the left, a "Quick Links" sidebar lists various data categories: Location Info, Job Listings, Industry Profile, Business Profile, Location Map, Business Demographics, Management Directory, Company News, Stock Data, Business Expenditures, Historical Data, UCC Filings, Nearby Businesses, and Competitors Report.

The "Location Info" section, which is collapsed, contains a "Verified Record" table with the following data:

Company Name	Swagelok Co	Phone	(440) 248-4600
Street Address	29500 Solon Rd	Fax	(440) 349-5970
City, State ZIP	Cleveland, OH 44139	Toll Free Number	Not Available
County	Cuyahoga	Website	swagelok.com
Metro Area	Cleveland, OH		
Census Block Group	2	Census Tract	184104
Radius Search	<input type="text"/> miles	FIND SIMILAR FIND ALL ADVANCED RADIUS SEARCH	

Below the table is a "Job Listings" section, also collapsed.

Networking Requirements

1. Target company(s). ✓
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Marketing vs. Networking

Marketing

- Recruiters will often market candidates anonymously to try to get in with new companies.
- Can often do a POP (placement on purpose).
- Can also find out about new job orders to work on.
- **If you're not employed I suggest you market yourself to either get placed, or find an unadvertised opportunity.**
- **I will focus on Marketing in the upcoming slides.**

Networking

- Networking is usually a confidential conversation with someone you know inside a company.
- Could also be a confidential conversation with someone that you have been referred to or got connected with.
- **If you are employed and seeking opportunities under the radar then confidential networking is probably the way to go.**
- **You may also want to partner with a recruiter who is connected in your market to confidentially market you.**

Marketing Emails

- Who Should You Send Them To?

- Hiring Manager – The hiring managers may have an opening, or be aware of an opening. Email might get forwarded between hiring managers.
- HR Manager or Talent Manager – May be aware of an opening and may forward your email to a hiring manager that has an opening.
- Director or VP Level (or higher depending on size of company) – May have authority to create an opening if they see the need and like your background. Sometimes hires are made to build bench strength.
- Send out as many emails as you can (it's a numbers game). Create email templates to speed up the process.
- Follow-up on emails by phone to make sure they were received, and inquire about opportunities.



Marketing Email Example

Subject: Help Request – Mechanical Design Engineer Ready for a New Challenge

Hi David,

“Please REPLY so that I can be certain that you received this message”

I’m reaching out to you to see if you might be aware of any opportunities at Swagelok that might leverage my background. I’m a mechanical design engineer with a BSME and Professional Engineer License and 15 years experience designing complex mechanical machinery. For the last 10 years I have been doing 3-D modeling using SolidWorks and have my CSWP certification. Additionally, I have 5 years experience in technical lead roles and have led teams ranging from 5-10 people. My previous employer moved our design function to China and my position was eliminated as a result. I have attached my resume to provide additional details about my background.

Please let me know if you are aware of any opportunities that could leverage my background and passion for mechanical design. Please feel free to forward this email to others that may be aware of applicable opportunities. Any assistance would be very much appreciated.

Sincerely,

John Smith, P.E., CSWP



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