

“Sample E-mail”

Dear Mr. (XXXX),

My name is Nick Murphy and I work in business development with The Novo Group. We are a managed recruitment outsourcing firm that has been in business since 2003. The Novo group is headquartered in Milwaukee, has offices in Chicago and St. Louis, and we also have professional recruiters all across the country. We specialize in acquiring more qualified candidates for half the price of contingent and retained firms. The bottom line is we care. Our professional recruiters work side to side with clients to understand the business/culture allowing them to deliver excellent results. Just to give you an idea of how we can save you money in 2011 Novo recruiters filled over 500 professional positions at an average cost per hire of only 11% whereas the normal average is 20-35%. If you are interested in working with us and would enjoy learning more about our process I'd love to set up a time to talk with you at your earliest convenience so we can go over how The Novo Group recruiters can not only find the most qualified candidates, but also how we can save you time and money.

Best Regards,

Nick Murphy
Business Development intern
General Phone: 312 602 4900
www.thenovogroup.com