Optomi will use the following email format when submitting candidates to their clients.

Subject Line:
Optomi Candidate/Candidate (First then Last)/Position Title/Client Name

Example: Optomi Candidate/Joe Galko / POS Program Manager / NCR

_____

Content:

You should always do an intro sentence and talk about how your candidate presented themselves in the interview process, any thing positive you can share with them that will paint the picture as to why this person is a fit, and also if you have any "insider" knowledge of them.

Example:

Joseph is another very passive candidate and someone from my LinkedIn network community who is considering looking at the NCR opportunity. He currently lives in Austin and is testing the job market and has a few interviews in the works with other software implementation firms to include WinCore (another POS) firm in Austin as well as another management consulting opportunity that will take him out of the US. His preference is to join a strong growth organization in the Austin market.

_____

The next section is to provide the details regarding the tactical "fit" for the client. Information will vary around bill rate/direct hire salary/and contract to hire conversion details, but this format will be used:

Logistics:
Hourly Bill Rate:
Desired Salary/Conversion Salary:
Location:
Availability to Interview:
Availability to Start:
Motivation for Search:

Work History:
- Company Name, Comp, Reason for Leaving
- Company Name, Comp, Reason for Leaving
- Company Name, Comp, Reason for Leaving

This is what is will look like: Century Gothic typeface at 11 pt.

Dear client,

Joseph is another very passive candidate and someone from my LinkedIn network community who is considering looking at the NCR opportunity. He currently lives in Austin and is testing the job market and has a few interviews in the works with other software implementation firms to include WinCore (another POS) firm in Austin as well as another management consulting opportunity that will take him out of the US. His preference is to join a strong growth organization in the Austin market.

Joseph is a certified Project Manager with over 15 years of experience in leading cross-functional and global teams specifically in the implantation and customization of Point of Sale technology. In 2002, he was highly recruited by Radiant Systems (now NCR) to help build out their ERP and POS solutions group. In 2010 he was recruited by Oracle / JDA Software to lead their global solutions group of enterprise software. In 2013 he was recruited back to the US to work for Compeat Restaurant Management Systems as Director of Professional Services. Their restaurant software supports retail and hospitality inventory and POS systems and actually interfaces with NCR's Aloha suite of products. He has had as many as 5 direct reports (40 indirect) and project scope exceeding $30 million.

Logistics:
Hourly Rate: N/A
Desired Salary / Conversion Salary: $140k + bonus
Location: Austin, TX
Availability to Interview: 24 hours
Availability to Start: Three weeks
Motivation for Search: Seeking strong growth organization in the Austin market

Salary History:
- Compeat Restaurant Management Group, $125k + 10% bonus (w2 $140k)
- JDA Softare, $170k + Bonus (Lived in Australia), Recruited to Compeat