



I would like to take a moment and tell you about Qualitec Technical Services and how we can be beneficial in helping you leverage your career. Qualitec has been in the recruiting business for over 30 years and has remained one of the top 10 recruiting firms in Houston for the last 10 consecutive years. Over the last 10 years, Qualitec Technical Services has reached milestones that no other search firms in the area have achieved.

3 reasons for this success:

1. Clients – we owe our clients a debt of gratitude for having faith in our organization to provide them with exceptional staffing solutions
2. Candidates – we represent only the top 10% of the talent pool. We are in the business of separating those mediocre professionals from the high caliber talent that our clients strive to attract
3. Staff – who are the most talented, motivated and trained group of search professionals in the recruiting industry

Some of our accomplishments:

- Ranked #4 in the Houston Business Journal for 2007
- Ranked in Top 10 Largest Houston-Area Permanent firms every year since 1994!
- One of only 8 companies to make “The Houston 100” for 4 consecutive years
- Received NAPS award for Company Excellence in 2000
- 75% of our recruiters hold the CPC designation with the NAPS association
- Member of NAPS, TAPC & HAAPC
- Recognized nationally for our superior in-house training.

What you and I can expect from each other:

My service to you is free. My responsibility to you is to get a full understanding of your skill set and career aspirations. The better I know what you do and where you want your career to head, the better I can represent you. So the first thing we can expect from each other is *honesty*.

Secondly, I will be sending you a virtual interview and reference release form attached to this email. There are 6 questions I will need you to answer. Your answers will help me understand better where you are at in your search. If you don't have references ready, don't worry about it for now. I will get those from you when the time comes.

Next I will need a copy of your resume in word doc format so I can put you in our system. Our database does keyword searches for our recruiters so this step is important.

All correspondence we do with you will be done in the strictest of confidence and your resume won't leave our office without your knowledge and approval first.

Once I have all your information in front of me, I will review it and give you a call to set up a time when you and I can speak confidentially regarding your career. You can count on my immediate feedback and I will look for the same from you in return. This conversation usually takes about 30 minutes. I will ask you a series of questions that a resume cannot answer. For example, I will be asking you about what is prompting you to make a move at this time, what you do best, why you stand above your peers, what types of companies you'd like to work for or not work for, examples of career achievements etc. These are very important questions that help me evaluate your skill set and how to best present you to our recruiters and to our Clients.

After I have all your information together, I will make a presentation to our job order counsellors (recruiters) on your behalf. If they have an immediate match, they will call you. We have opportunities come into our office everyday so even if there is no match for you today, there may be one tomorrow. Your patience will be appreciated. If there is no immediate match, remember our recruiters will be very aware of your background and as soon as we have a match you can expect immediate feedback then.

If you are presented with an opportunity by one of our recruiters, they will counsel you on the company and position as well as instruct you on how to interview. This will give you a competitive edge for getting the offer. We will walk you through each step of the process but in return we will expect you to do your homework and learn about the company we want to present you to. Upon receiving an offer of employment, we will count on you to be decisive as well.

Finally, as I mentioned earlier, my service to you is free. However, I make my money off referrals. At some point I'm going to ask you "who do you know" that may benefit from talking to me. Most people say they don't know of anyone who is looking right now but ask yourself this, "who knew that you were looking to make a change?" The people I am looking to network with are people who are happily employed. Your name will always remain confidential so I will appreciate any referrals of people that you consider as top talent that will benefit my networking efforts.

If you have any questions or concerns, please don't hesitate to contact me at this address or call me at 281-496-7155 or toll free at 888-496-7155. I do look forward to speaking with you regarding your career goals. Please take care.