

Step 11: Get In the Names Game

Your goal is to directly contact the person who has the power to interview you – instantly jumping you past an ATS or HR’s filtering process. To do that you have to get in the names game by getting the names and email addresses of hiring managers. Getting their phone number is the gravy.

If you have a contact in the company they can give you contact names and information and even make an introduction for you. If you don’t have a contact, the internet can help you with this using a few powerful search techniques.

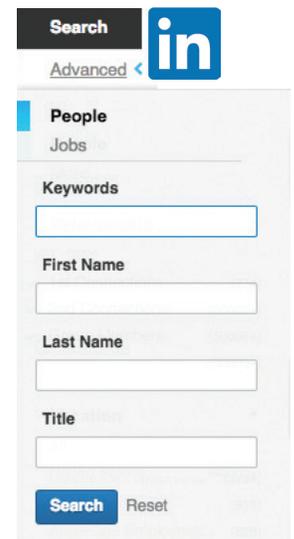
How To Find Names



1 Visit the company web page to see if they list management bios on their web site. This is typically in the About section of the site.

2 Try a simple search for the company name and likely titles on Google. Or a more advanced search that targets additional profiles on LinkedIn. Just replace company name and title with your target employer and variations of a likely title for who you are looking for.

3 Go to LinkedIn > Click on Advanced Search > Then on People



Search 

Advanced <

People

Jobs

Keywords

First Name

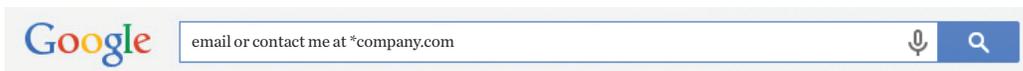
Last Name

Title

Search Reset

How To Find Email Addresses

Company email addresses often follow a recognizable pattern such as **firstname.lastname@company.com**. Look for examples on the company site, or try the following Google search. The asterisk (*) is important to find email addresses.



Google

Once you have the pattern for your target company, plug your target hiring manager’s name into the pattern, and try calling the company to verify it:

I’m supposed to email some important documents to Jill Smith, but the email is being returned to me. Is her address jsmith@company.com or do I have that wrong? Great. Do you have her extension by any chance?