

Dear [Candidate Name],

Welcome to [Agency Name]! We are excited to partner with you in your search for your next professional opportunity.

Our team of recruiters is dedicated to matching your skills and career goals with the right employers. As a registered candidate with our agency, you will now have access to our network of hiring managers and exclusive job listings.

**Next Steps:**

- **Profile Review:** Your consultant will review your resume and contact you if additional information is needed.
- **Interview Prep:** We will provide guidance and resources to help you succeed in upcoming interviews.
- **Job Alerts:** You will receive notifications when positions matching your criteria become available.

Please find attached our "Candidate Guide" which outlines our process and how to keep your availability updated in our system.

If you have any immediate questions, feel free to contact your assigned consultant, [Consultant Name], at [Consultant Email/Phone].

We look forward to working together to help you land your dream job.

Best regards,

[Your Name]  
[Your Title]  
[Agency Name]