

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Candidate Submittal - [Candidate Full Name] - [Job Requisition ID/Title]

Dear [Hiring Manager Name],

On behalf of [Agency Name], I am pleased to present **[Candidate Full Name]** for the **Senior Technical Specialist** position. With over [Number] years of experience in [Primary Technical Domain], [Candidate Last Name] offers the high-level technical expertise and strategic problem-solving skills required for this role.

Technical Highlights:

- **Core Expertise:** [List key technologies/frameworks]
- **Specialization:** Extensive experience in [Specific Niche, e.g., Cloud Architecture, System Integration, or Cybersecurity].
- **Proven Impact:** Successfully led [Project Name/Type] which resulted in [Specific Quantitative Result, e.g., 30% increase in efficiency].
- **Certifications:** [List relevant certifications, e.g., AWS Professional, CISSP, PMP].

Candidate Summary:

[Candidate Last Name] is currently serving as a [Current Job Title] at [Current Company]. They are looking for a new challenge where they can leverage their skills in [Specific Skill] to drive technical excellence. During our screening, they demonstrated exceptional communication skills and the ability to translate complex technical concepts for non-technical stakeholders.

Logistics:

- **Availability for Interview:** [Date/Time availability]
- **Notice Period:** [Number of weeks]
- **Salary Expectation:** [Amount]
- **Work Authorization:** [Status]

Attached is the updated resume for your review. I will follow up shortly to schedule a preliminary interview.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]
[Email Address]