

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Department]

Subject: Candidate Submittal: [Candidate Name] - Engineering Specialist (Contract-to-Hire)

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the Engineering Specialist position on a contract-to-hire basis. After reviewing the technical requirements for your team, I believe [Candidate Name] offers the specific expertise in [Key Skill/Software] and [Key Industry Experience] necessary for this role.

Candidate Highlights:

- **Experience:** [Number] years in engineering design and systems integration.
- **Technical Skills:** Proficient in [Tool 1], [Tool 2], and [Standard/Protocol].
- **Education/Certifications:** [Degree/Certification Name].
- **Key Achievement:** [Briefly describe a relevant past project or result].

Contract-to-Hire Terms:

- **Hourly Bill Rate:** \$[Rate] per hour.
- **Conversion Period:** [Number] months/hours prior to permanent hire eligibility.
- **Availability:** [Candidate Availability Date/Notice Period].

Please find the attached resume for your review. I am available to schedule a technical screening or interview at your earliest convenience.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Your Phone Number]

[Your Email Address]