

To: [Hiring Manager Name]
From: [Recruiter Name]
Date: [Current Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title] (Contract-to-Hire)

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position on a contract-to-hire basis. With a strong background in [Specific Area, e.g., Corporate Accounting/Financial Analysis], they possess the technical skills and professional certifications required to support your team.

Candidate Overview:

- **Years of Experience:** [Number] years
- **Key Qualifications:** [e.g., CPA, CMA, or MBA]
- **Technical Skills:** [e.g., SAP, Oracle, Advanced Excel, GAAP, IFRS]
- **Availability:** [Available Date]
- **Target Conversion Salary:** \$[Amount]

Professional Highlights:

- [Highlight 1: e.g., Managed month-end closing processes for a \$50M division.]
- [Highlight 2: e.g., Reduced reporting discrepancies by 15% through audit implementation.]
- [Highlight 3: e.g., Extensive experience in financial modeling and variance analysis.]

Recruiter Comments:

[Candidate Name] is specifically looking for a contract-to-hire arrangement to ensure a strong cultural and operational fit. They have demonstrated high attention to detail and a clear understanding of [Specific Industry] financial regulations.

Please find the attached resume for your review. I look forward to your feedback regarding next steps for an interview.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]