

Date: [Insert Date]

To: [Hiring Manager Name]

Company: [Client Company Name]

Re: Candidate Submittal for [Job Title/Req ID]

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the **[Job Title]** position on a **Contract-to-Hire** basis.

Candidate Details:

- **Name:** [Candidate Full Name]
- **Current Location:** [City, State]
- **Technical Skills:** [List key technologies/languages]
- **Relevant Experience:** [Number] years in IT
- **Availability:** [Date/Notice Period]
- **Contract Rate:** \$[Rate] per hour
- **Conversion Salary:** \$[Salary] per year

Professional Summary:

[Insert a brief 3-4 sentence paragraph highlighting the candidate's specific IT achievements, certifications, and why they fit this specific role.]

Key Qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

The candidate is aware of the contract-to-hire nature of this role and is eager to transition to a permanent position following the evaluation period. Please find the attached resume for your review.

I look forward to your feedback and scheduling an interview.

Best Regards,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]