

To: [Hiring Manager Name]

From: [Recruiter Name]

Date: [Current Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position. After reviewing their background and creative portfolio, I believe they are an excellent fit for your team's aesthetic and technical requirements.

### **Candidate Overview:**

- **Current Role:** [Current Job Title] at [Current Company]
- **Years of Experience:** [Number] years
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Education:** [Degree/School]

### **Portfolio Highlights:**

You can view their work here: [\[Link to Portfolio/Website\]](#)

Key projects to note include [Project Name/Description], which demonstrates their proficiency in [Specific Software/Style].

### **Why they are a fit:**

[Candidate Name] has a strong track record of [mention a specific achievement or creative strength]. They are particularly interested in [Company Name] because of [Reason for Interest].

### **Financial & Availability:**

- **Salary Expectation:** \$[Amount]
- **Notice Period:** [Number of weeks]
- **Interview Availability:** [Days/Times]

Please let me know if you would like to schedule an introductory interview.

Best regards,

[Your Name]

[Your Agency/Company]

[Your Phone Number]  
[Your Email Address]