

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the [Job Title] position (Req #[Job Reference Number]).

Candidate Name: [Candidate First & Last Name]

Current Title: [Candidate Current Position]

Notice Period: [Number of Weeks/Days]

Salary Expectation: [Amount/Range]

Executive Summary:

[Briefly describe why the candidate is a fit, highlighting 3-4 key skills or achievements relevant to the job description.]

Key Highlights:

- [Specific Skill/Experience 1]
- [Specific Skill/Experience 2]
- [Specific Skill/Experience 3]

Please find the candidate's resume attached for your review. I look forward to hearing your feedback and coordinating an initial interview.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]