

Date: [Date]

To: [Hiring Manager Name]

Title: [Hiring Manager Title]

Company: [Company Name]

**Subject: Candidate Submittal - [Candidate Name] - [Job Title/Reference Number]**

Dear [Hiring Manager Name],

Please find the attached resume for **[Candidate Name]** for the **[Job Title]** position. Based on the technical requirements for this role, I believe this candidate is an excellent match for your team.

**Technical Profile Summary:**

- **Core Tech Stack:** [e.g., Python, AWS, React, SQL]
- **Years of Experience:** [Number] years in [Industry/Specialty]
- **Relevant Certification:** [List Certifications or "N/A"]
- **Key Achievement:** [Briefly describe a technical project or metric hit]

**Candidate Details:**

- **Current Location:** [City, State]
- **Relocation/Remote Status:** [Willing to relocate / Seeking remote / Local]
- **Work Authorization:** [e.g., US Citizen, Green Card, H1-B]
- **Notice Period:** [e.g., 2 weeks]
- **Salary Expectation:** \$[Amount] per year

**Recruiter's Assessment:**

[Insert 2-3 sentences regarding the candidate's communication skills, problem-solving approach, and why they are interested in your specific company.]

Please let me know your availability to schedule a technical interview. I look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]