

[Date]
[Hiring Manager Name]
[Company Name]
[Company Address]

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

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the position of [Job Title] at [Company Name]. As an independent HR Consultant, I have thoroughly screened this individual and believe their qualifications align closely with your current requirements.

Candidate Overview:

- **Name:** [Candidate Name]
- **Current Role:** [Current Job Title]
- **Total Years of Experience:** [Number] years
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Notice Period/Availability:** [Availability Details]
- **Salary Expectations:** [Amount/Negotiable]

Consultant's Evaluation:

[Candidate Name] stands out due to [mention specific achievement or trait]. During our interview, they demonstrated a strong understanding of [specific industry challenge] and provided clear examples of how they contributed to [mention a relevant result].

I have attached their updated resume and [mention any other documents like portfolios or references] for your review.

I would like to schedule an introductory call or interview for [Candidate Name] at your earliest convenience. Please let me know your availability for the coming week.

Best regards,

[Your Name]
Freelance HR Consultant
[Your Phone Number]
[Your Email Address]