

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the [Job Title] position at [Company Name].

[Candidate Name] is a recent graduate from [University Name] with a degree in [Degree Field]. While this is an entry-level professional role, they have demonstrated a strong work ethic and technical proficiency through [mention one internship, project, or key skill].

Key highlights regarding this candidate include:

- **Relocation Ready:** The candidate is fully prepared to relocate to [Job Location] immediately and has a confirmed timeline for moving.
- **Technical Skills:** Proficient in [Skill 1], [Skill 2], and [Skill 3].
- **Adaptability:** Eager to begin their career and contribute to the team's long-term goals.

I have attached their resume and portfolio for your review. [Candidate Name] is available for an initial interview on [Date/Time].

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Title]

[Your Company/Agency Name]

[Your Phone Number]

[Your Email Address]