

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the position of [**Job Title**]. [Candidate Name] is a highly specialized technical professional with extensive experience in [**Core Technical Skill 1**], [**Core Technical Skill 2**], and [**Core Technical Skill 3**].

Candidate Highlights:

- **Technical Expertise:** [Number] years of experience in [Specific Technical Field], specifically focusing on [Specific Niche or Tool].
- **Key Achievement:** Successfully [Brief description of a major technical project or accomplishment].
- **Certifications:** [List relevant certifications, e.g., AWS Solutions Architect, PMP, CISSP].

Relocation Status:

The candidate is currently based in [Current City, State] but is **fully relocation-ready** to [Target City/Work Location]. They have confirmed their availability to move within [Timeframe, e.g., 2-4 weeks] of an offer and are highly motivated by the opportunity to work with [Company Name].

Availability:

- **Interview Availability:** [Days/Times available for initial screen]
- **Notice Period:** [Number of weeks]
- **Current Status:** [Active/Passive] seeker.

I have attached the updated resume for your review. Please let me know when you would like to schedule a preliminary interview.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Phone Number]

[Email Address]