

Subject: Candidate Submittal: [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

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

As a seasoned creative professional, [Candidate Name] specializes in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. They have a proven track record of delivering high-impact visual solutions while working in fully distributed environments.

Candidate Highlights:

- **Remote Proficiency:** [Number] years of experience using [Tools like Slack, Zoom, Figma] to collaborate across time zones.
- **Key Achievement:** Recently led a project that resulted in [Specific Result/Metric].
- **Creative Strength:** Exceptional ability to translate complex briefs into [Specific Medium, e.g., digital interfaces/brand identities].

Portfolio & Documentation:

- Portfolio Link: [Link]
- LinkedIn Profile: [Link]
- Availability: [Notice Period/Start Date]
- Desired Compensation: [Salary/Rate]

I have attached their resume and selected work samples for your review. Please let me know when you would like to schedule a virtual interview.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]