

Dear [Hiring Manager Name],

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

As an entry-level professional, [Candidate Name] has demonstrated a strong aptitude for [Specific Skill] and a high level of digital literacy. They are highly motivated to begin their career in a remote environment and have already established a dedicated home office setup with reliable high-speed internet.

Key highlights regarding this candidate include:

- **Education:** [Degree/Certification] from [Institution].
- **Technical Proficiency:** Experienced in [Software/Tools, e.g., Slack, Zoom, Google Workspace].
- **Communication:** Strong written and verbal skills, essential for asynchronous collaboration.
- **Availability:** Ready to start immediately and flexible across [Time Zone] hours.

Attached are the candidate's resume and portfolio for your review. I am confident that [Candidate Name] possesses the discipline and initiative required to succeed in a remote-first culture.

Please let me know your availability to schedule an initial interview.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]