

To: [Hiring Manager Name/Human Resources]

From: [Recruiter Name/Agency Name]

Date: [Current Date]

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

Dear [Manager Name],

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

Expatriate Status and Eligibility:

- Current Location: [Candidate's City, Country]
- Nationality: [Candidate's Nationality]
- Visa Status: [e.g., Requires sponsorship / Holds valid work permit / Transferable visa]
- Availability to Relocate: [Timeframe, e.g., 30 days upon offer acceptance]

Candidate Highlights:

- Total Years of Engineering Experience: [Number] years
- Key Technical Expertise: [Skill 1, Skill 2, Skill 3]
- International Experience: [Briefly mention previous expat assignments or global projects]
- Education: [Degree Title], [University Name]
- Language Proficiency: [Language 1 - Level], [Language 2 - Level]

Summary of Qualifications:

[Candidate Name] has a proven track record in [Industry, e.g., Oil & Gas, Civil Infrastructure, Software]. During their last tenure at [Previous Company], they successfully delivered [Mention a specific high-value project or achievement]. They are fully aware of the international nature of this role and are eager to contribute their expertise to your team in [Work Location].

Financial Expectations:

[Expected Salary/Package Details, if applicable]

Please find the candidate's resume and certifications attached. I look forward to your feedback regarding an initial interview.

Best regards,

[Your Name]

[Your Title]

[Contact Information]