

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

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. While [Candidate Name] comes from a background in [Candidate's Current Industry/Role], their profile is a remarkable match for this role due to a high level of proficiency in key transferable skills that align with your requirements.

Specifically, [Candidate Name] excels in the following areas:

- **[Skill 1]:** [Briefly describe how they applied this skill and how it translates to the new role].
- **[Skill 2]:** [Briefly describe how they applied this skill and how it translates to the new role].
- **[Skill 3]:** [Briefly describe how they applied this skill and how it translates to the new role].

Beyond these technical competencies, [Candidate Name] has demonstrated exceptional adaptability and a proven track record of [mention a relevant achievement, e.g., leading teams, streamlining processes, or increasing revenue] in diverse environments. I am confident their unique perspective will bring immediate value to the [Department Name] team.

I have attached their resume for your review and would welcome the opportunity to schedule a brief call to discuss how their background fits your specific needs.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]