

To: [Hiring Manager Name]

From: [Recruiter Name]

Date: [Current Date]

Subject: Candidate Submittal - Entry-Level Batch: [Job Title/Department]

Dear [Hiring Manager Name],

I am pleased to submit a batch of [Number] qualified candidates for the [Job Title] entry-level position. These individuals have been screened and meet the core requirements for the upcoming training class scheduled for [Start Date].

**Batch Overview:**

- Total Candidates: [Number]
- Source: [University Recruiting / Job Fair / Referral / General Application]
- Key Competencies: [Skill 1], [Skill 2], and [Skill 3]

**Candidate List:**

1. [Candidate Name 1] - [Key Highlight/Education]
2. [Candidate Name 2] - [Key Highlight/Education]
3. [Candidate Name 3] - [Key Highlight/Education]
4. [Candidate Name 4] - [Key Highlight/Education]
5. [Candidate Name 5] - [Key Highlight/Education]

Attached are the resumes and initial screening notes for each candidate. Based on our volume hiring strategy, I recommend scheduling group interviews or assessment centers by [Date] to ensure we hit our headcount targets.

Please let me know which candidates you would like to move forward to the next stage.

Best regards,

[Your Name]

[Your Title]

[Company Name]