

Dear [Hiring Manager Name],

Please find attached the resume for [Candidate Name] for the [Project Name/Job Title] position. Due to the urgent nature of this requirement and the fast-moving timeline, I wanted to submit this profile for your immediate review.

Candidate Name: [Candidate Name]

Key Skills: [Skill 1, Skill 2, Skill 3]

Availability: [Available Start Date]

Current Location: [City, State]

Despite the short notice, [Candidate Name] has been fully vetted and possesses the specific expertise in [Specific Experience] required to ensure the project meets its upcoming milestones.

I am available to schedule an introductory call or interview as early as [Time/Date]. Please let me know your earliest availability.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]