

Dear [Hiring Manager Name],

Please find below a summary of a highly qualified candidate currently available for the [Job Title/Department] position. To protect the candidate's privacy at this initial stage, I have provided an overview of their qualifications below for your review.

Candidate Overview:

- **Current Role:** [Current Job Title]
- **Years of Experience:** [Number] years
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Key Achievements:** [Brief description of a major accomplishment]
- **Education:** [Degree/Certification]

Notice Period: [Number of weeks/days]

Salary Expectation: [Amount/Range]

I believe this individual's background aligns closely with your team's requirements. If you are interested in reviewing the full resume or scheduling an introductory call, please let me know, and I will provide the complete details immediately.

Best regards,

[Your Name]

[Your Title]

[Your Company]