

Dear [Client Name],

I am pleased to provide an update regarding the search for the [Job Title] position. I recently conducted a preliminary phone screen with [Candidate Name], who is currently the [Candidate Current Title] at [Candidate Current Company].

Below is a summary of our conversation and my initial assessment:

**Candidate Overview:**

[Briefly describe candidate's professional background and years of relevant experience.]

**Key Strengths:**

- [Strength 1]
- [Strength 2]
- [Strength 3]

**Screening Highlights:**

- **Leadership Style:** [Summary of management approach]
- **Relevant Achievements:** [Specific project or metric mentioned]
- **Motivation:** [Why they are interested in this specific role/your company]

**Logistics:**

- **Notice Period:** [Number of weeks/months]
- **Compensation Expectations:** [Salary range/requirements]
- **Location/Relocation:** [Current location and willingness to move if applicable]

**Consultant Recommendation:**

[State whether you recommend proceeding to a formal interview and why.]

I have attached the candidate's updated resume for your review. Please let me know if you would like to schedule a formal interview with the search committee.

Best regards,

[Your Name]

[Your Title]

[Your Executive Search Firm]