

Subject: Resume Evaluation and Formatting Feedback - [Candidate Name]

Dear [Candidate Name],

Thank you for submitting your resume to [Agency Name]. We have completed an initial review and evaluation of your profile in relation to our current client requirements.

To ensure your qualifications are presented effectively to hiring managers, we have identified the following formatting updates and recommendations:

Evaluation Summary:

- **Layout & Structure:** [Insert feedback, e.g., Transition to a reverse-chronological format]
- **Content Density:** [Insert feedback, e.g., Use bullet points for better readability]
- **Keywords:** [Insert feedback, e.g., Align technical skills with industry standards]
- **Technical Compatibility:** [Insert feedback, e.g., Remove headers/footers for ATS optimization]

Proposed Actions:

[Option A: Attached is a reformatted version of your resume for your approval.]

[Option B: Please update the sections mentioned above and resubmit the document to us.]

Our goal is to present your professional background in the best possible light to maximize your interview conversion rate. Please let us know if you have any questions regarding these suggestions.

Best regards,

[Recruiter Name]

[Title]

[Agency Name]

[Phone Number]

[Email Address]