The Email Submittal Presentation

Here are the instructions; you will find a sample of the submittal below.

With today's high-tech, fast-paced business environment, the presentation of your candidate submitted to a prospective employer should offer a glimpse into a person's character and personality as well as showcasing their skills and experience.

The subject line: Resume Submission: Candidate's Name | Job Title Applying For | Your Company Name

- Salutation: Morning Client Name!
- Personalized greeting: "I hope this finds you well" (show your personality. Don't be afraid to say something about the weather or last night's game, etc).
- Introduction of the candidate: "I would like to thank you for giving me/us an opportunity to submit **Candidate Name** for the **Position title**.
- Brief summary of candidate: Candidate's First Name has more than 10 years of experience within the Engineering industry. He is a graduate of the **Georgia Institute of Technology** and has worked for companies such as **_____, _____, and _____.** Here is a brief summary of Candidate's First Name background and skills:
- Summary bullet points: List a minimum of five bullet points that relate to the most important needs and wants of the Client and job description. I would include at least 2 candidate highlights. It is also important to include a few additional bullet points with the candidate's major certifications.
- Provide a brief sentence detailing why the candidate is looking to leave his present job, or this would be a great opportunity to brag on your candidate's personality, work ethics, etc. (subjective)
- Next, include the candidate's phone interview availability as well as in-person availability.
- Include how soon the candidate will be able to start working.
- Include the location of the candidate.
- Include the candidate's salary or hourly rate requirements (subjective).
- Include the candidate's citizenship status.

- Include candidate communication skills.
- Closing statement: Please let me know how you would like to move forward with this candidate.
- Closing: Warm regards,
- Finally, include all attachments.

Finally, when presenting your candidate, you want to make sure your email to the hiring manager or client is just as professional as the resume. The goal in presenting the clean resume submission is to sell your candidate before they even make it to the interview. You are planting the seed from the very 1st look, that this is the candidate that you want to hire...forget everyone else you have seen or met. Make sure you list a few of the candidates highlights based on the job description. List their certifications and their pedigree. List any information that screams out... THIS IS THE CANDIDATE YOU WANT TO INTERVIEW AND HIRE!

If you can get the hiring manager or client on the phone before presenting the candidate, that's even better, because they will be able to not only hear your passion, but feel the passion you have about the candidate that you are about to present.

Email Subject Name: Resume Submission: John Williams | Contract Account Manager | Identifize Consulting

Morning Susan!

I hope this finds you well. Can you believe this 6 degree weather we've been having... here in Atlanta??? Crazy right? LOL!!

Today, I would like to thank you for giving me an opportunity to submit **John Williams** for the position of **Contract Account Manager**.

John has more than **10** years of experience within the **Engineering** industry. He is a graduate of the **Georgia Institute of Technology** and has worked for companies such as **Microsoft, Google,** and **Amazon.**

Here is a brief summary of **John's** background and skills:

- 20+ years of experience in **Sales & Business Development** with proven experience and a strong track record in driving business development and sales over $300M.
- 15+ years of experience in **Management and Leadership** with up to 75 direct reports and 5 sales teams in a global multi-location environment (distributed workforce).

- 9 years of experience in **Product Management** while driving **Product Development** from conception to launch.
- At **Los Angeles Angels, Dodgers, Ducks**, was the #1 top producer.
- At **Lehman Brothers**, ranked in top 15% of all reps throughout the country.
- At **Poptent**, was responsible for the production of a top 10 USA Today rated Super Bowl commercial with Dannon.

John's contract is ending on January 30th and he's open to exploring new contact opportunities. I would just like to note, when John and I met for our interview, I was completely blown away by his professionalism. His personality lit up my office, and he references were outstanding. I truly believe he would be a huge asset to your growing team!

Phone Interview Availability:
Immediately

In-Person Availability:
Monday, Wednesday and Friday from 10am – 2pm

Availability to Start:
Available Immediately

Location:
Atlanta, GA – 100% Travel ok

Hourly Bill Rate Requirements:
$50.00 per hour + travel expenses

Citizenship Status:
Green Card

Communication Skills:
8 out of 10

Please let me know how you would like to move forward with this candidate; he won't be on the market long!

Warm regards,

Dee Williams

Identifize Consulting