Candidate submittal email

Send it as soon as a candidate is screened and has confirmed in writing that you may represent them for this specific role, ideally within 24 to 48 hours of receiving the job order. Never submit a candidate without that confirmation.

SINGLE CANDIDATE

Subject: Candidate for [Job Title] ([Job Order Number]): [Candidate Name]

Hi [Client First Name],

I'd like to submit [Candidate Name] for your [Job Title] opening. Resume attached.

Why [Candidate First Name] fits:
- [Match to requirement 1, e.g. 4 years in inbound healthcare claims, including Medicare Advantage]
- [Match to requirement 2, e.g. averaged 96% QA scores over the last 12 months]
- [Match to requirement 3 or a strong extra, e.g. bilingual English/Spanish]

Details:
- Availability: [Start Availability], [interview availability]
- Rate: [Bill Rate] per hour [or: Salary expectation: Salary Expectation]
- Location: [Candidate Location], [commute or remote note]
- Work authorization: [confirmed as authorized to work in the US / other]

[One honest note, e.g. She's currently on a contract ending March 14, so a start date after that works best.]

[Candidate First Name] has confirmed we represent [him/her/them] for this role. Can we set up an interview this week? [Candidate First Name] is open [Interview Slots].

[Your Name]
[Title], [Agency Name]
[Phone Number]

MULTIPLE CANDIDATES

Subject: [Number] candidates for [Job Title] ([Job Order Number])

Hi [Client First Name],

Here are [Number] screened candidates for [Job Title]. Resumes are attached in the order below.

1. [Candidate Name 1]: [one-line fit summary]. [Rate or Salary], available [Start Availability].
2. [Candidate Name 2]: [one-line fit summary]. [Rate or Salary], available [Start Availability].
3. [Candidate Name 3]: [one-line fit summary]. [Rate or Salary], available [Start Availability].

My top pick is [Candidate Name 1] because [reason]. [Candidate Name 3] is the strongest on [skill] but

would need [trade-off].

All three have confirmed we represent them for this position and are available to interview [Interview Window]. Which would you like to meet?

[Your Name]
[Title], [Agency Name]
[Phone Number]

HOURLY OR VOLUME ORDER

Subject: [Number] candidates ready for [Job Title], start [Start Date]

Hi [Client First Name],

For the [Number]-person [Job Title] order starting [Start Date], we have [Number] candidates screened and ready:

- All have passed [skills check, e.g. a forklift certification check / a typing test at 40+ WPM]
- All confirmed for [Shift] at [Bill Rate]/hr
- Background checks: [status]

The candidate summary sheet is attached, and full profiles are here: [Candidate Portal Link].

If you'd like to interview, I can schedule [Number] 15-minute calls on [Day]. Otherwise we're ready to confirm assignments by [Confirmation Deadline].

[Your Name]
[Title], [Agency Name]
[Phone Number]

CONFIDENTIAL OR SENIOR CANDIDATE

Subject: Confidential candidate for [Job Title]

Hi [Client First Name],

I'm presenting a candidate for the [Job Title] search who is currently employed and has asked that we keep [his/her/their] identity confidential until you've confirmed interest. A blind profile is attached.

In brief: [Current Title] at a [description of current employer], [Number] years in [area], with [standout achievement]. Compensation expectation: [Salary Expectation]. Notice period: [Notice Period].

If you'd like to proceed, I'll share the full resume and set up a first conversation. The candidate has confirmed we represent [him/her/them] exclusively for this role.

[Your Name]

[Title], [Agency Name]
[Phone Number]

SUBJECT LINE IDEAS

- Candidate for [Job Title] ([Job Order Number]): [Candidate Name]
- [Number] candidates for [Job Title] ([Job Order Number])
- Submittal: [Candidate Name] for [Job Title]
- Strong match for your [Job Title] opening
- Confidential candidate for [Job Title]
- [Number] candidates ready for [Job Title], start [Start Date]

SMS / WHATSAPP VERSION

Hi [Client First Name], it's [Your Name] at [Agency Name]. Just emailed you [Number] screened candidates for [Job Title]. My top pick is [Candidate First Name], available to interview [Day]. Want me to book it?

Placeholders to replace: [Client First Name], [Job Title], [Job Order Number], [Candidate Name], [Candidate First Name], [Start Availability], [Bill Rate], [Salary Expectation], [Candidate Location], [Interview Slots], [Start Date], [Candidate Portal Link], [Notice Period], [Your Name], [Title], [Agency Name], [Phone Number]