

Candidate Qualifications Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Review of Candidate Qualifications for [Position Title]

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide a review of the qualifications for the candidate, [Candidate Name], who has applied for the position of [Position Title].

Candidate Overview

- **Name:** [Candidate Name]
- **Education:** [Degree, Major, Institution]
- **Experience:** [Relevant Experience]
- **Skills:** [List of Key Skills]

Assessment of Qualifications

[Detail your assessment of the candidate's qualifications, strengths, and areas for improvement.]

Recommendations

[Provide your recommendation regarding the candidate's suitability for the position.]

Thank you for considering my review. Please let me know if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]