

Job Candidate Skills Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Skills Review for [Candidate's Name]

Candidate Information

Name: [Candidate's Name]

Position Applied: [Job Title]

Skills Assessment

- **Technical Skills:** [Detail relevant technical skills]
- **Communication Skills:** [Detail communication abilities]
- **Problem-Solving Skills:** [Detail problem-solving abilities]
- **Team Collaboration:** [Detail teamwork experience]
- **Project Management:** [Detail project management skills]

Overall Assessment

[Provide a summary of the candidate's overall skills and capabilities]

Recommendation

[State your recommendation regarding the candidate's suitability for the role]

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]