

**Below is a sample SEND OUT which is the way Quality Search will present a Candidate to a Client:**

**Summary:** Mary Smith is an accomplished packaging professional with 15 plus years of experience launching innovative packaging products for the consumer products and food areas. She is adaptive to change, highly creative with strong entrepreneurial skills and enthusiasm. Moreover, she has the ability to manage, prioritize and deliver on strategic initiatives. Her creative abilities will allow her to deliver meaningful results for your company. The attached resume will further expand on her unique background and skills. Note that in 2008 she won the coveted Ameristar Packaging Design award as well as many other prior awards and patents that are shown on the last page of her resume.

**Education:** Mary has a B.S. in Packaging from ABC University that she earned in 1993. In addition she recently earned her MBA from XYZ University in the fall of 2012.

**Reason for Change:** Her position at ABC Company was eliminated in a 500 person reduction in work force in late 2011. At first she looked locally but now has expanded her search to other areas of the country on a select basis for the "right" opportunity.

**Compensation:** Mrs. Smith is looking for something in the range of \$120K which can be composed of Base Salary and a Bonus. While money is important to Mary, it is equally important that she finds a long term career opportunity that will offer stability and professional growth potential.

**Other:** Mary Smith is a very exceptional candidate who is creative, and has a depth of experience. In addition, she is very articulate, confident, and professional and is also a person that is very likable. I highly recommend her and hope that you will want to do a further assessment of this excellent candidate with a phone interview soon.