**Questionnaire Cover Letter**

As a recruiter for Network Pros, your role is to act as a bridge between the companies that Network Pros has partnered with who are seeking employees. Your primary responsibility is to ensure that prospective applicants are appropriately presented to companies who Network Pros provides recruiting services for. This requires a solid understanding of the types of employee and overall employee profile that companies who have hired Network Pros are seeking while also taking into consideration the goals, wants and needs of each individual who is seeking an employment opportunity. The position demands careful attention to detail, diligence, and a strong focus on client satisfaction, clients being both the companies Network Pros serves as well as the individual applicants who are seeking employment opportunities. You help match the right individuals and companies by recommending the most appropriate employment opportunities for each of the aforementioned parties. Furthermore, it is critical that if you, as a recruiter, assist a prospective candidate for employment in selecting their health plan coverage that may be offered by a company, that you are 1) a duly licensed health insurance agent, and 2) take into consideration the needs of prospective individuals who have completed an application for employment as well as any ancillary documents which may be used in the screening of applicants for employment. Additionally, gathering and utilizing accurate information is crucial in protecting yourself from potential liability tied to offering insufficient or unsuitable coverage options.

Please keep the following in mind with prospective clients completing the questionnaire:

Is the prospective client, spouse/domestic partner/significant other, dependent children, or any other member of their household currently being treated for, or expect to be treated for any of the following over the **next 12 months? (No to all - Move Forward)**

Provided that the candidate has responded NO, to 1-14 within the questionnaire, proceed to describing opportunity and related benefits.