1. **INSERT THE FOLLOWING INTO EMAIL SUBJECT AND UPDATE**

AGENCY NAME - REQ TITLE AND ID #

1. **COPY, PASTE AND UPDATE THE FOLLOWING IN EMAIL BODY**

**Right to Represent Acknowledgement**

By inserting my full legal name below, I acknowledge and agree that [VENDOR NAME] has the sole right to represent me in matters of work assignment relating to the State of New Mexico’s IT Managed Services Provider Contract by submitting my professional resume to the Contract’s Managed Service Provider, Computer Aid, Inc. for the requirement identified below.

I also acknowledge and verify that all the information contained in my resume related to my technical credentials is accurate and is based on educational training and professional experience obtained throughout my career.

I also acknowledge and verify that the details included in the table located below, which pertain to my applicable years of experience for this specific position, reflect my actual work experience, and have not been embellished in any way.

**[INSERT TABLE HERE INCLUDING ALL REQUIRED/DESIRED SKILLS ASSOCIATED WITH THIS REQUISITION, SO CANDIDATE CAN LIST THEIR ACTUAL YEARS OF EXPERIENCE]**

**VectorVMS Requirement Number and Title (including Name of Agency):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate Full Legal Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **EMAIL TEMPLATE TO CANDIDATE**
2. **ONCE CANDIDATE RESPONDS VIA EMAIL AGREEING WITH YOUR REPRESENTATION, SAVE ENTIRE EMAIL THREAD AS A PDF DOC AND UPLOAD IN CANDIDATE’S VECTORVMS PROFILE**