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Your address

Date

Receiver's address

Dear Friend's Name,

Hey! Hope you are doing well. Aunt told me you have completed your post-graduation and now you are ready to sit for your placement interview. But in these pandemic times I know it is challenging to secure a good job. I am writing this letter to share a few tips with you. I am aware that you have done various internships during your post-graduation that will be of great help in securing a job. Before applying for any job you must read the job profile and job role carefully and only apply for jobs that are suitable for your profile.

Moreover, you should read and practice all relevant questions for the interview. Always wear formal for your interview and face the interviewer with confidence. Practice more and more mock interviews. As few big firms have an apt test, written test, assessment center, and group discussion before the final interview good practice is required to clear these stages.

My good wishes are always with you. I know you will achieve best. Let me know about your experience.

Yours lovingly,

XYZ (your name)