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Dear Shawn,

I want to congratulate you on your graduation. I got to know that you are actively seeking for a job. In my opinion, it’s a very wise move to look for an opportunity. The purpose why I am writing today is to provide some useful tips which can help you to secure a job position.

Firstly, you need to prepare a “LinkedIn” profile. It’s a job seeker profile that contains all your educational information, job experiences, certifications, etc. Employers from all around the country uses this platform to look for the right candidate. Last week, I read a survey that, in 2019, around 70% of the people got interview calls based on their LinkedIn profile. I strongly recommend you to create a portfolio on the platform.

Another important website is “indeed.com,” where you can find the job listings. All major corporations, universities and small business owners use this platform for the job posting. I advise you to check out this website. I am sure that it will help you to find the job that you desire.

I wish you good luck with your job search. If you need any help in setting up the LinkedIn profile, I can certainty help you in doing so.

Thanks

Tom Henkel.

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