

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Interview Preparation Evaluation

Dear [Candidate Name],

Thank you for participating in our recent interview preparation session for the [Job Title] position with [Client Company Name]. We have completed our evaluation of your performance and readiness.

Evaluation Summary:

- **Technical Knowledge:** [Exceeds Requirements / Meets Requirements / Needs Improvement]
- **Communication Skills:** [Exceeds Requirements / Meets Requirements / Needs Improvement]
- **Professionalism & Presentation:** [Exceeds Requirements / Meets Requirements / Needs Improvement]
- **Company Research:** [Exceeds Requirements / Meets Requirements / Needs Improvement]

Key Strengths:

[List 2-3 specific strengths observed during the mock interview]

Areas for Development:

[List 2-3 specific areas where the candidate can improve before the final interview]

Consultant Recommendations:

[Specific advice, e.g., "Refine your answer regarding leadership experience" or "Ensure a more stable internet connection for the video call."]

Overall, we feel you are [Ready / Partially Ready] for the client interview. Please address the feedback points above to ensure the best possible outcome.

If you have any questions or would like to schedule a follow-up review, please contact me directly.

Best regards,

[Your Name]

[Your Title]

[Agency Name]