

# Thank You Note

**USE A BLUE OR BLACK PEN!! NO PENCIL or COLORED GEL PENS!!**

1. If you are using a card that opens upwards, write your note on the bottom half of the inside portion. If the card opens like a book, write on the inside on the right half. Stationery is fine, but avoid copy paper.
2. Put the date in the top right corner of the writing area.
3. For the salutation, write Dear Mr./Mrs./Commander/Superintendent (the person's title) and the last name, followed by a comma.
4. Start with a general statement thanking the individual for coming to Fairfield to do job interviews.
5. **THIS IS THE BEST PART!!** Write a sentence or two about what the interviewer said that was helpful to you.
6. Halfway across the paper, write Sincerely.
7. Sign your first and last name under Sincerely.
8. Read it over - is it polite? Spelled correctly? Legible? Will the interviewer remember you positively from this note?
9. Address your envelope neatly, and don't forget the return address on the upper left corner.

FOLD

*March 7, 2007*

*Dear Dr. Fleming,*

*Thank you very much for taking time from your busy schedule to do interviews at Fairfield Junior High. I really appreciate your feedback about sitting tall and making eye contact. I hope all of my future interviewers are as kind as you are. It was a pleasure meeting you.*

*Sincerely,*

*Tom Cruise*