

## Executive Writing Services

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♣ ♦ PLEASE CHECK THE BOX IN FRONT OF EACH SELECTION & FILL OUT COMPLETELY ♥ ♠

\*\*\*\*\*Use a felt-tip marker or dark pen. Do not write in the 0.5" Margins!!! Otherwise, we cannot read it.\*\*\*\*\*

### Scanner Form for one Followup or Thank You Letter ☐

Your Name \_\_\_\_\_ Ph# & E-mail \_\_\_\_\_  
Today's Date \_\_\_\_\_ Scan and email to us at the below email address

✓ Email us at [ews@juno.com](mailto:ews@juno.com)

Interview date: \_\_\_\_\_ You are applying for (job title): \_\_\_\_\_

Interviewer's name & title: \_\_\_\_\_

Addressee Company Name: \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dear  Mr.  Ms.  Mrs.  Other (specify)  Sir or Madam  First Name: \_\_\_\_\_

Circle one: Is this company an **Employer Agency Executive Recruiter**.

Hospitality (was this interview over lunch or did the company fly you to another city, put you in a hotel, etc.): \_\_\_\_\_

Were you (check appropriate boxes):

- \*Interviewed by more than 1 person *at the same time?* — Names and titles on reverse Ü
- \*Introduced to other staff — Names and titles on reverse Ü
- \*Given a tour of the [*circle one or write in*] **Office Plant Facility** \_\_\_\_\_
- \*Interviewed separately by anyone else [if we are to send a letter to each of them, fill out separate sheets — otherwise just list their names and titles on reverse] Ü
- \*Told about job responsibilities? Should we mention that?  Yes  No
- \*Told about pay & benefits? Should we mention that?  Yes  No
- \*Told approximately when you would hear regarding a decision or another interview? If so, when? \_\_\_\_\_

List any other highlights of the interview we should mention: \_\_\_\_\_

Special Instructions: Should we email this to you? \_\_\_\_\_

Check ALL Boxes, either Yes or No

Or do you prefer that we bill you (payment within 5 working days)?  Yes  No

Or would you prefer to stop by and pay within 5 working days?  Yes  No

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**\$15.00**