

Executive Writing Services

7614 Main Street, Ralston NE 68127 — (402) 399-9853 ♦ ews@juno.com

♣♦ 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

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