

Executive Writing Services

Hillcrest Landing, 7559 Main Street #310, in the heart of 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.*****

Form for one Followup or Thank You Letter □

Your Name _____ Ph# & E-mail _____ Today's Date _____

✓ Visit us on the Web at www.writearesume.biz and our blog at www.ews.blogspot.com Email us at ews@juno.com

Interview date: _____ You are applying for (job title): _____

Interviewer's name & title: _____

Addressee Company Name: _____

Phone # if to be FAXED * _____ Street Address _____

*If to be FAXED, should we also mail? Yes No 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? _____

***If You Get a Busy Signal When Faxing, Please Call Us at 399-9853 And We Will Free the Line**

Check ALL Boxes, either Yes or No

Do you want a plain paper copy of your letter (20¢)? Yes No

Do you want a 9"x12" Profile Envelope (\$1.25 additional). Yes No

Do you want us to run a print of your résumé with this letter? Yes No

Do you want us to sign and mail it for you (plus postage and handling)? Yes 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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