Town, State, Zip

Your Address

Your Address

Month, Date, 2012

Name of Interviewer

Great Neck, NY 11020

Great Neck South High School

341 Lakeville Rd.

In the Box above address the following

* Start by thanking the person for their time. Make sure you **list the date** of the interview. (1 sentence)
* Tell them how appreciative you are and how much you enjoyed the activity (2 Sentences)
* Tell them one thing you learned from them (1 Sentence)
* Tell them how you will use that in future interviews and why it is important (2 Sentences)
* Thank them again (1 sentence)
* Tell them you look forward to having more professional conversations with them in the future (1 sentence)

**(When finished you can delete this box)**

Your Name

Sincerely,

Dear Mr. / Ms……,