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## EMILY ELEMENTARY

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221 College Street ♦ Wayne, NE 68787 ♦ (402) 375-1000 ♦ [emeleme1@wsc.edu](mailto:emeleme1@wsc.edu)

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[*Today's Date*]

Dr. Foster Walker  
Superintendent  
Marshall Public Schools  
1155 North Pine Street  
Marshall, MN 00000

Dear Dr. Walker:

Thank you very much for interviewing me yesterday for the Elementary Education position in your school district. I enjoyed meeting you and learning more about your schools and community.

My enthusiasm for the position and my interest in becoming a successful teacher were strengthened as a result of the interview. I was impressed with your district's philosophy in using the team teaching model, and I would be pleased to be a part of this approach.

I am excited to begin my career in the teaching profession and would truly enjoy being a part of your staff. Please feel free to contact me at (402) 375-0000 if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

[your signature]

Emily Elementary

**TIPS:**

- Thank you letter should be sent to employer within 48 hours of interview.
- Use Arial or Times New Roman Font, size 12.
- Top margin should be 1 inch and side margins 1 to 1 ½ inches. Center body of letter (Equal space before date and after your signature line.)
- Address the letter to the person with whom you interviewed. (Include name, title, business, and complete mailing address.)
- Express appreciation for the opportunities to interview, tour the school, etc.
- Show continued interest in the position and school.
- Re-emphasize your most important skills and how you expect to contribute to the school.
- Close with a comment about future contact with the employer.