Your Name   
Your address (or 120 East Lake Road)  
McDonough GA 30252  
Your Phone Number   
Your Email

November 4, 2016  
  
Name   
Title (i.e. Manager)  
Organization (i.e. Delta Airlines)  
Address   
City, State, Zip Code   
  
Dear Mr./Ms. Last Name,

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your hard work to prepare and how grateful you are for having had the opportunity.

The second paragraph of your thank you letter should include what you learned from the experience. List specific things they shared or suggested and how it will help you prepare for your future.

The third paragraph thanks them for supporting Union Grove High School and the Early Childhood Education pathway by acting as an interviewer. Add any personal note here.

Sincerely,   
  
Your Signature (print the letter **and then sign here in ink**)

Your Typed Name