

FOLLOW-UP NOTE OR THANK YOU LETTER SAMPLE

August 22, 2014

Carmine Castro
Director
Carebear Childcare LLC
123 Strawberry Lane
Brooklyn, NY 11225

Dear Mr. Castro,

Thank you very much for meeting with me this Tuesday to discuss my fit for the role of Lead PreK Teacher.

My applied experiences as Lead Assistant Teacher has given me the tools and training needed to meet your community needs. As we discussed, I have strong rappings with parents and staff which extend my positive impact on student learning.

In addition, I am very knowledgeable of the Department of Education's Core Body of Knowledge and how to effectively implement it in the classroom with PreK students.

Again, thank you for your time and conversation. I am confident I can meet your needs as Lead PreK Teacher.

I can be contacted at (718) 222-2222 or jcombs@gmail.com. Thank you in advance for your consideration.

Best Regards,

Jessie Combs
Educator