

Tips to Writing a Thank You Letter

- Send your thank you within 24 hours of your job shadow.
- Address your note to the person you worked with directly.
- Be Genuine - Personalize your thank you by writing about a memorable conversation or experience you had with them.
- Proofread your thank you note
- A handwritten thank you is more personalized. If your handwriting is not neat consider typing the note and signing your name.
- See an example below.

Dear Mr./Mrs. _____:

Thank you for taking the time out of your day to let me job shadow with you. Our day gave me a better understanding of ABC Company and the requirements of the job. The information I received was helpful in gaining a better perspective of this career. It was very useful in helping me make decisions for my future. I really enjoyed learning about your job and what a typical day is like. I did not know that _____. I appreciate the advice you gave me on _____ that will help me achieve my dream to become a _____. Thank you again for taking the time out of your busy schedule to allow me to have such a valuable experience.

Sincerely,

“Sign your name here”

Joe Smith

ABC High School