

TIPS FOR WRITING A THANK YOU LETTER

Updated July 2022

- ✓ Send your thank you letter within 24 hours of your job shadow.
- ✓ Address your note to the person you work with directly.
- ✓ Be genuine – personalize your thank you letter by writing about a memorable conversation or experience you had with them.
- ✓ Proofread your thank you letter.
- ✓ A handwritten thank you letter is more personalized. If your handwriting is not neat consider typing the note and signing your name.

Example:

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 (Company Name) 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 do 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”

Student Name

Student High School