

JOB SHADOW THANK YOU LETTER GUIDE & SAMPLE LETTER

Writing a thank you letter to your host is very important to show your appreciation. When you write your letter, remember to do the following:

1. Be neat.
2. Watch your spelling and grammar.
3. Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit the company or business. For example, "Thank you for taking time out of your schedule to serve as a job shadow mentor for the afternoon."
4. State something specific that you learned or enjoyed during the job shadow. For example, "I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility."

Sample Letter

March 22, 2018

Mr. David Smith
Personnel Manager
ACME Accountants
3877 Henderson Street
Brunswick, ME 04011

Dear Mr. Smith:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at ACME.

Last night, I talked to my family about my experience at ACME. I became more convinced that I want to become an accountant. I am glad you gave us ideas about which classes we should take while in school. I plan to take more math and computer classes next year as you suggested.

Thank you again for giving me this valuable learning experience.

Sincerely,

Your signature here

Sam T. Stem
Brunswick High School