TIPS TO WRITING A THANK YOU

- Send your thank you within 24 hours of your job shadow.
- Address your thank you to the person you directly worked with.
- Personalize your thank you—such as writing about a memorable conversation or experience you had with them. (Be genuine).
- Proofread your thank you, it should be no longer than one page.
- A handwritten thank you is more personalized. (If your handwriting is not neat you should probably type and sign 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 to help 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