**JOB SHADOW – Thank You Letter** 

Following the job shadowing experience, each student will compose a typed thank you letter to send the host at the job shadowing site. Students may use this template as a guide to write the letter, or your teacher will give you a program-specific template.

Date

Student’s Name and Address

Job Shadow Supervisor Name, Title

Name of Company

Street Address, Suite #

City, State, Zip

Dear Mr./Mrs./Ms./Dr. (Host Name) :

**Paragraph #1** Thank the host for the job shadowing opportunity…

*Thank you, (name), for allowing me to visit your company on (date).* Include 2 or 3 more sentences that explain that you enjoyed the experience, learned many things about the career area, etc.

**Paragraph #2** Describe some of the things you learned…

Write 3 to 5 sentences about the information that you learned or sentences that include additional comments how this experience has benefitted you.

*I didn’t know… I learned from…*

*I will plan to… What surprised me to learn was…*

*I am glad to know that… I will definitely continue to…*

*I look forward to… I will continue to study…*

Sincerely,

Sign your Name

Type your Name