

Sample Job Shadow Thank-You-Letter

Rules: Block Style Business Letter (MLA)

- No indenting
- Left margin: 1”
- Vertically center (or ~2” margin from top = 6 x enter)
- Proper punctuation on salutation (:) and complimentary closing (.)
- Proper Spacing

→ Grading based on: content, format, completeness, effort

Month Day, Year

Name of Host(ess)

Title (if available, necessary)

Company Name

Department (if available, necessary)

Street, PO Box, etc.

Town, VT Zip Code

Dear (host’s name):

Thank you for taking the time to provide me with a meaningful job shadowing opportunity at (your office) on (date of job shadow).

This experience has certainly provided me with a terrific first-hand look at the (area of business) and many/most/some of the varied skills needed to be successful. I feel fortunate to have had such a close look at your (business, industry, office, etc.) and I may even consider pursuing a career in this field.

I was particularly interested to see (mention something specific that you saw or did while there; provide some detail here).

Thanks again for your generosity and support with this project.

Sincerely,

Your First and Last Name

Burlington High School

52 Institute Road

Burlington, VT 05408