



EXTERNSHIP

Thank You Letter

Following the externship experience, each student will compose a type-written thank you letter to send the host at the externship 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

Externship 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 externship opportunity....

Thank you, (name), for allowing me to work in 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 that---

I will plan to

I am glad to know that....

I look forward to

I learned from that

What surprised me to learn was....

I will definitely continue to ...

I will continue to study.....

Sincerely,

Sign your name

Type your name

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