

Job Shadow Thank You Letter Format

_____ [Today's Date]

[four blank lines]

_____ [Name and Title of Person]

_____ [Company Name]

_____ [Street Address]

_____ [City, State, Zip]

Dear [Title and Name] _____

[one blank line]

First Paragraph: Purpose-tell why you are writing this letter.

[one blank line]

Second Paragraph: Body- mention one thing you learned and one thing you liked about the experience.

[one blank line]

Third Paragraph: Closing-thank the person for their time and effort working with you.

[one blank line]

Sincerely,

[three blank lines]

_____ [Sign your name]

_____ [Print or type your name]

REMEMBER:

1. Mail directly to your contact person
2. Check your spelling
3. Do not use slang language