

Set a 2" Top Margin, 1" Left and 1" Right Margin

SAMPLE THANK YOU LETTER

Your Street Address
Your city, IL Zip Code
Current Date

(4 returns)

Mr./Ms./Mrs. XXXXXX
Title
Company Name
Street Address
City, State, Zip Code

Dear Mr./Ms./Mrs. XXX:

Thank you for the opportunity to job shadow on Wednesday February 20, 2013. I especially enjoyed _____ and learned _____.

Also, thank you for lunch (if appropriate). Your cooperation in sponsoring this job shadowing experience for Dunlap High School students is greatly appreciated.

Sincerely,

(4 returns--be sure to sign your name above the typewritten name)

Typewritten student name

Try to personalize the letter to your experience as much as possible. Use a two-inch top margin. Run spell check and grammar check and proofread your work. Read your letter to yourself so there are no mistakes. Remember this is a job contact for the future.