THANK YOU LETTER SAMPLE AND INSTRUCTIONS

Paragraph 1 – Thank the business host and any others involved in your job shadow. Highlight your job shadow experience, using details. Include the date you shadowed.

Paragraph 2 – Talk about some of the things you learned and observed. Be specific, if there is something the host or another staff member said that made an impact talk about it and why it was important to you. You may not have enjoyed your job shadow or decided this wasn’t for you, be sure to find positives to include. If you enjoyed the job shadow ask your host if you can remain in contact and if they will keep you in mind for any opportunities such as: other job shadows, internships, jobs or scholarships.

**Please Note: EDIT!!** Watch punctuation, capitalization and spelling. Share your letter with Mrs. Johnson on GoogleDocs, johnsonmary@student.pleasval.k12.ia.us. Letters should be sent no later than a week after the job shadow. Econ students will not receive credit until all paperwork is received by Mrs. Johnson.

Use a standard font. Top, bottom and side margins should be 1”. This is a template only. **DO NOT COPY AND PASTE OR USE EXACT PHRASING.**

Date

Joe Newscaster, Journalist

AllDay NewsService

123 Main Street

Anywhere, IA 52000

Dear Mr. Newscaster:

Thank you and all of the staff for hosting my job shadow. Being able to explore the journalism field has definitely made me certain I’m taking the right career path. The job shadow expanded my knowledge because I was able to see the behind the scenes work that I couldn’t do from online research. I’m also very thankful for the welcoming attitude and professional ethic with which you greeted me.

My experience NewsService was educational and eye-opening. I enjoyed the morning meeting that started the day and the interview I was privileged to attend with the Assistant Chief of the Anywhere Police Department, Mr. Don Jones. I was able to talk with you and help come up with questions you used during the interview and I got to observe you having to redirect a question until you got an answer. The highlight of my day was watching the live broadcast. I hadn’t realized how many people worked behind the scenes or how much teamwork was involved in putting a broadcast together. If any other opportunities present themselves please keep me in mind. It has been an amazing experience.

Thanks again,

Jane Spartan

987 Schoolhouse Drive

Bettendorf, IA 52722

555-555-4560

janespartan@ourtown.com