



Fountain Hills High School Job Shadowing Program

Sample Thank You Letter

It is important to thank the person you have job shadowed. A thank you note or letter does not have to be lengthy, however, try to personalize it. Let your host know why the experience was important to you. You should either prepare a hand written thank you card or a typed thank you letter that is hand signed.

Return your note/letter to your teacher in an un-sealed, non-stamped, addressed envelope. Remember to be neat and check your spelling!

Example Typed Letter

_____ Current Date _____

_____ (Host's Name) _____

_____ (Title) _____

_____ (Company) _____

_____ (Street Address) _____

_____ (City/State/Zip) _____

Dear Mr./Mrs./Dr. _____ (Host's Name) _____,

Thank you for taking time to meet with me _____ (yesterday/the date) _____. I found it interesting to learn more about _____ (1-2 sentences; sharing your knowledge and expertise; for the job shadow experience; for the chance to learn more about my career of interest; etc. etc.) _____.

I enjoyed _____ (1-2 sentences; share new knowledge gained; what you learned) _____.

Thank you again for a great experience that will help me prepare for my future career.

Sincerely,

_____ (Sign your name in black ink) _____

_____ (Your typed name) _____

Fountain Hills High School
16100 E. Palisades Blvd.
Fountain Hills, AZ 85268

Example Hand Written Note

_____ Current Date _____

Dear Mr./Mrs./Dr. _____ (Host's Name) _____,

Thank you for taking time to meet with me _____ (yesterday/the date) _____. I found it interesting to learn more about you and your _____ (job/career/company/department) _____. I enjoyed _____ (share new knowledge gained/what you learned) _____.

Thank you again for a great experience that will help me prepare for my future career.

_____ (Sign your name) _____