

## Thank-You Letter Instructions

Writing a thank-you letter to your Job Shadow host shows that you recognize and appreciate their contribution to your success. Thank-you letters go a long way toward making a great impression on your new contacts; it helps them remember you and shows that you value the time you spent together. There are a few critical points to remember when writing your thank-you letters:

- You are required to type this letter. Make sure that you personally sign it.
- Always date your letter.
- Use complete sentences with proper punctuation.
- Begin your letter with a sentence that specifically thanks the host/employer for the time and effort they spent in educating you about their career and assisting you to complete your packet.
- State several specifics that you learned and enjoyed during your Job Shadow.
- Check for any grammatical or spelling errors. Have your CTAE teacher or WBL teacher proofread it for you.
- Make a copy of the letter and attach it to the Job Shadow packet to turn in to your teacher.

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**If you prefer to type your letter, this is the correct format:**

Your Name

Number & Street Address

City, State & Zip Code

**(1 space)**

Date

(1 space)

Business Name

Host/Employer Name

Number & Street Address

City, State & Zip Code

**(1space)**

Dear \_\_\_\_\_:

**(1 space)**

B O D Y   O F   L E T T E R

**(1space)**

Sincerely,

**(3 spaces and *Handwritten Signature*)**

Type your Name

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**Thank-You Envelope Example:**

**Your Name**

**Number and Street Address**

**City, State, ZIP**

**Business Name**

**Host/Employer Name**

**Number and Street**

**City, State, ZIP**