

Student Job Shadow Sample Thank You Note

Dear Mr./Mrs./Ms. _____:

1st Paragraph: Thank the host for his/her time.

Thank you for taking time out of your day to give me the opportunity to job shadow you. Our day gave me a better understanding of (Name of Business). The information I received was helpful in gaining more knowledge about this career.

2nd Paragraph: What did you like best? How will it help in your future?

I enjoyed learning about your job and what a typical day is like for you. I learned about (what you learned). I appreciate the advice you gave me about (talk about advice).

3rd Paragraph: Restate your appreciation for their time.

Thank you again for taking time out of your busy schedule and allowing me such a valuable experience.

Sincerely,

(Your name)