Job Shadow
Thank You Letter/Note Example

It is important to thank the person that you have shadowed. A thank you note does not have to be lengthy; however, it is important to **personalize it**. Let your job shadow host know why the job shadow was important to you.

Your note should be *neatly* written (in blue or black ink). Be sure to get an address (perhaps asking for their business card) where you can send the Thank You. Hand delivered thank you notes are also acceptable.

The following give you an idea of what you should incorporate in your note. The more specific you can be, the better your note will be.
- Thank your host and express why you appreciated the experience.
- Write about something that you learned or found interesting.
- Write about something that you enjoyed during your job shadow.
- Explain what this experience meant to you.

Example:

*October 30, 2008*

*Dear Mr. Bean,*

*Thank you for taking the time to host my Junior Job Shadow. Through it I have gained new insight into the many responsibilities of a manager.*

*I appreciate the opportunity to see first hand what it takes to run a business and schedule staff. This experience has helped me evaluate if a management position is right for me.*

*Again, thank you for taking time out of your day to help me with my job shadow.*

*Sincerely,*

*Lynda Higher*