

## **JOB SHADOW THANK YOU CARD INFORMATION**

### **\* REQUIRED AS PART OF THE TRANSITIONAL EXPERIENCE**

You will need to use the thank you card found within this folder to thank your host from the job shadow site.

You need to be sure to write out a rough draft on another sheet of paper and review it to make sure you have complete sentences and your wording is grammatically correct.

If you need help with reviewing your work, please just ask for help...a peer or teacher.

Remember, you want the host to know that you appreciate them agreeing to have this positive learning opportunity for you and that you also appreciate their time.

Important things to remember:

Address the host with Mr., Mrs. or Ms.

Start your sentence and last name with a capital letter.

End your sentences with correct punctuation.

Make sure that you write at least three or four sentences, not just one. There is more to say than just "thank you".

You need to also complement them on one or two things you learned from them about the business and/or career.

After your rough draft has been completed and all corrections have been made, use the enclosed thank you card for your final draft.

Use a blue or black pen when writing. NO pencil usage.

Turn into the Career Center and they will mail for you.

Statement starters:

I would like to thank you for the opportunity you provided me the week of...

I understand that your time is limited and I am so glad that you were willing to take the time to help me better understand one of my career interest areas.

I really enjoyed learning about...

Your facility is...

I also enjoyed meeting your fellow workers.

You have given me a great deal of career information to think about in the next...

I now know I want to continue learning more about...

Thank you for making me aware of...

Thank you for helping me understand about the additional education I will need in order to become a...

Closing:

Respectfully Submitted,

Sincerely,

Thank you again,