Start before Job Shadow and complete day after Job Shadow

Thank You Letter Guidelines
Marshfield High School

It is important to thank the person who you have job shadowed. A thank you note does not have to be lengthy, however, try to personalize it. Let your mentor know why the experience was important to you.

If possible, your note should be handwritten, otherwise typed to be legible.
*If handing in for mailing: bring in an unsealed, **addressed** envelope.

Remember to be neat and pay attention to spelling!

An Example

Date

Dear Mr./Mrs.

Thank you again for taking time to meet with me (yesterday/the date). I found it interesting to learn more about you and your (job, career, industry, company, department). The most interesting thing I learned was (what?).

Again, thank you for helping me with my career exploration.

(sign your name)