



Thank You Letter Job Shadow

Compose and print a mailable (no errors) letter to your job shadow host thanking them for hosting your visitation. Use the following guidelines:

1. Block style with 1" margins
2. Plain text such as Times New Roman; size 12 font
3. The format of your letter should include: your return address, date, letter address, salutation, body of the letter, complimentary closing, and your name as the signature.
4. In the first paragraph, thank the host for their participation and allowing you to perform the job shadow.
5. In the second paragraph, identify the careers you were able to explore and state two positive aspects you learned regarding the careers explored.
6. In your third paragraph, tell the employer that job shadowing visitations are an opportunity being required by all students at Kent City High School. Then identify what real world experience you gained from your day. Finally, thank the employer again.

There are many resources online that give examples and steps for writing a business letter in block format. The following link is an example of one recommended by the counseling department: <http://owl.english.purdue.edu/owl/resource/653/01/> After you prepare your rough draft, have a peer edit at the computer. Then make the changes and print your letter. It is also recommended that you use Microsoft Word to type an envelope to mail your host's thank you letter.

Submit your final letter with your hand written signature (black ink) and envelope to the counseling department. The counseling department will mail your letter so you don't have to pay postage. Don't seal the letter until after your counselor has checked the final copy.