

# JOB SHADOW THANK YOU LETTER

## Instructions and Sample

Writing a thank you letter to your mentor is very important to show your appreciation. When you write your letter, remember to do the following:

1. Watch your spelling and grammar.
3. Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit the company or business. For example, "Thank you for taking time out of your schedule to serve as a job shadow mentor for the afternoon."
4. State something specific that you learned or enjoyed during the job shadow. For example, "I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility."
5. Have someone preview it for errors/corrections prior to sending.
- 6. Sign your letter in blue or black ink in the space between Sincerely, and your printed name.**

### *Sample Letter – don't copy this...*

March 22, 2015

Mr. Eric Smith  
Accountant  
Smith & Associates Accounting Services  
1234 Main Street  
Portland, OR 97204

Dear Mr. Smith:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at Smith & Associates.

Last night, I talked to my family about my experience at Smith. I became more convinced that I want to become an accountant or financial planner, and hopefully own my own firm. I am glad you gave me ideas about which classes I should take while in high school. I plan to take accounting and computer application classes next year as you suggested. I am also looking into the accounting program at Portland State University.

Thank you again for giving me this valuable learning experience.

Sincerely,

Susie Jones, Student  
Sam Barlow High School