

Sample Thank You Letters

Dear Mr./Mrs._____, (If you worked with several people, then address it to the company.)

1st paragraph - Use this paragraph to thank the host for taking the time to meet with you.

Thank you for taking the time out of your busy work schedule to provide me the job shadowing experience on **(Date of your visit)**.

2nd paragraph - Talk about what you enjoyed during the visit and how the visit helped you or was instrumental in solidifying your career goals. Mention your favorite thing about that day.

I found the tour of the facility and the career related information you shared to be extremely valuable. Being able to talk to other accountants helped me realize my career goals and the kind of company I would like to work for someday. I specifically enjoyed attending a staff meeting to experience some of the everyday issues that can arise in an office setting. Thank you for answering all of my questions; the information was very educational.

3rd paragraph - Reiterate your appreciation for their time.

I thank you again for your generosity and patience in helping me explore my career path.

Sincerely, (Leave 4 Spaces)

Your signature in blue or black ink

How to Properly Address an Envelope

Sender's Name	
Street Address	
City, State Zip Code	
Recipient's Full Name	
Street Address	
City, State Zip Code	

*NOTE THE COMMA AFTER THE CITY!!