

Thank You Letter Format

A thank you letter is always appropriate in concluding a business interview. Use the guide below to construct a letter to the employer you career shadowed. You will need **two copies**; one to mail and one for your portfolio.

Your address:

Address

City/State/Zip

Date spelled out MO/date/Yr

Inside Address

Contact person

Title

Name of Company

Address

City/state/Zip

Salutation

Dear _____;
Title/ First and Last Name

Your will need three paragraphs.

First paragraph

- A. Thanking them for allowing you to career shadow
- B. Date
- C. Statement you learned a lot about the (career)

Second paragraph

- A. Explain how the experience was worthwhile.
- B. Add **two** sentences or more comments of what you experienced or gained from the day.

Third Paragraph- Closing paragraph

- A. Again thanking them of allowing you to spend the time to observe and ask questions about their career.

Closing

- a. Complementary closing
- b. Signature of name
- c. Four spaces – type name

Must be typed

Block Format 12 font

Due date: _____