

Dear Mr./Mrs. _____:

Thank you for taking time out of your busy schedule to allow me to job shadow with you. I learned a lot about.... I liked.... I appreciated....

The information you shared will help me make decisions about my future plans and also help me complete a career research project.

Thanks again.

Sincerely,

Sign your name

West Central High School

- ✓ A thank you letter is a requirement of East Dakota's Career Link Program.
- ✓ Address the envelope using your placement sheet.
- ✓ Provide a stamp or buy one from Mrs Renner. Do NOT seal the letter in the envelope until Mrs. Renner reads it and records points for turning it in.

The outside of the envelope should look like this:

Your First and Last Name

Your Street Address

Your City, State Zip

Name of Person You Shadowed

Name of Business Where You Shadowed

Street Address of Business You Shadowed

City, State Zip code where you shadowed

(Look it up! Sioux Falls has about 12 zip codes!)