**Sample Thank You Letters**

Dear Mr./Mrs.\_\_\_\_\_\_\_\_\_,

**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 your or was instrumental in solidifying your career goals.**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 (optional) – 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*



***Letter to a Physician Assistant***

Dear Mr. Ingham,

Thank-you very much for allowing me to be your job shadow on Monday. I know your time is valuable, and I thank-you for letting me experience a day in the life of a Physician Assistant. It was very helpful to me in making decisions for my future.

I enjoyed learning more about your job responsibilities and duties. I did not know that Physician Assistants had so many choices in the type of work they do. I also did not know that PA's prescribed medication. Also, your advice on choosing colleges and courses to take was extremely helpful. I made a note about the summer camp program you mentioned, and will look into it.

I was thrilled that you were able to take the time to answer my questions. I have a better understanding of the role of a Physician Assistant now. Thank-you very much for your guidance and assistance.

Sincerely,

(Your Name)

***Letter to a Newspaper Reporte*r**

Dear Mrs. McNear,

I feel very blessed to have had the experience of being your job shadow. It was incredibly generous for you to let me follow you for the day.

I enjoyed hearing about your work adventures. Thank-you for answering my questions, and giving me advice on choosing a college. I know that your time is very valuable and I am grateful you allowed me to get a glimpse into the life of a newspaper reporter.

Sincerely,

(Your Name)

***Letter to a Pharmacist***

Dear Mrs. Foster,

Thank-you very much for allowing me to spend a few hours with you on Tuesday. I feel blessed to have had the job shadow experience with you. I learned more about what a pharmacist does by watching you for a few hours, that anything I could read about in a book.

I know your time is very valuable, and it was kind of you to answer my questions. Thank-you for giving me advice and tips on how to decide if pharmacy is the career for me. Your pros and cons list was extremely helpful. Also, thank-you for the book recommendations.

I am very grateful you allowed me to get a glimpse into the life of a pharmacist. Thank-you.

Respectfully,

(You Name.)