

2" Top Margin, 1" Left and 1" Right Margin

## SAMPLE THANK YOU LETTER

Your Street Address  
Your city, IL Zip Code  
Current Date

(4 returns)

Mr./Ms./Mrs. XXXXXX  
Title  
Company Name  
Street Address  
City, State, Zip Code

Dear Mr./Ms./Mrs. XXX:

Thank you for the opportunity to job shadow on Wednesday February 24, 2010. I especially enjoyed \_\_\_\_\_ and learned \_\_\_\_\_.

Also, thank you for lunch (if appropriate). Your cooperation in sponsoring this job shadowing experience for Dunlap High School students is greatly appreciated.

Sincerely,

(4 returns--be sure to sign your name above the typewritten name)

Typewritten student name

**Try to personalize the letter to your experience as much as possible. Use a two-inch top margin. Run spell check and grammar check and proofread your work. Read your letter to yourself so there are no mistakes. Remember this is a job contact in the future.**