



CORVALLIS SCHOOL DISTRICT'S
Career Shadow Experience
Sample Thank You Letter

It is important to thank the person with whom you had the work-based learning experience. A personal business thank you letter does not have to be long, but it should include certain information and use correct formatting. Follow the formatting guide below:

PRESS THE ENTER KEY 4 TIMES

Today's Date

PRESS THE ENTER KEY 4 TIMES

Mr. John Doe
Hewlett Packard Company
1000 NE Circle Blvd.
Corvallis, OR 97330

PRESS THE ENTER KEY 2 TIMES

Dear Mr. Doe

PRESS THE ENTER KEY 2 TIMES

Body (message) of the letter:

- 1. Thank your host for his/her time. Tell him why you appreciate his time.**
- 2. Write about something that you learned or found interesting.**
- 3. Write about something that you enjoyed during your work-based learning experience.**
- 4. Explain how this experience will help you in the future, in or after high school.**
- 5. Thank him/her again for his/her time.**

BODY OF LETTER should be:

- ✓ *SINGLE SPACED*
- ✓ *DOUBLE SPACING BETWEEN PARAGRAPHS*
- ✓ *DO NOT INDENT PARAGRAPHS*

PRESS THE ENTER KEY 2 TIMES AFTER THE LAST LINE OF THE BODY

Sincerely

PRESS THE ENTER KEY 4 TIMES

Sally Smith (your handwritten signature)

Sally Smith
Name of high school
Address of high school
Corvallis, OR 97330