

Job Shadow "Thank You" Card

Instructions

- Once you have completed your job shadow hours and been evaluated by your supervisor(s), you will need to send your supervisor(s) a "Thank You" card.
- Within 72-hours of completing your job shadow, get a "Thank You" card from Mrs. Reed and return it to her. She will proofread it and, if it is acceptable, seal, stamp and send your card.
- Review the examples and tips below; write *several* drafts of your card and envelope on scratch paper. Whiting out mistakes is not professional so you want your final draft to be perfect.
- Once your draft is just the way you want it, in **black** pen (be weary of felt tip, gel and other type pens as they can bleed/smear; ball point pen on a hard surface is best) and in your very best handwriting (ideally, cursive if you know it...don't try to fake it; definitely do not type your content), write your card and address the envelope.
- DO NOT seal the envelope; DO NOT put a stamp on the envelope.
- Take pictures of your card's message and addressed envelope as evidence. This/these pictures DO NOT count towards your five job shadow pictures, but serve as proof of you having written them.
- Again, return your completed card to Mrs. Reed within 72-hours of completing your job shadow out of professional courtesy.

Write a draft (or three) BEFORE writing on your card or envelope. DO NOT use white out on final draft...start a new card.

Use a comma, not a colon after your salutation.

Write on only one side/panel of the card; the side/panel opposite the card's cover is best. FYI – This example card is written horizontally, but *our* card's cover is vertical. Your message should be match the cover's orientation.

If you don't know what prefix to use (Ms., Mr., Dr.), just write their full name instead.

Write in cursive if you know how and/or can do so neatly. Otherwise print as neatly as possible.

Have someone **proofread** your draft and final copy (e.g. comma not needed and the "&" should be spelled out in this instance)

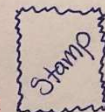
Write in black ink only; ballpoint pens on a hard surface are best (felt tip/gel pens can bleed/smear). Allow adequate time for ink to dry before closing the card.

DO NOT use your home address, even if you know the supervisor personally.

Student's First and Last Name
Skyline High School
1122 238th Ave SE
Sammamish WA 98075

Return Address
("From:")

Mr./Ms./Dr. First and Last Name
Clinic/office Name
12345 Main St N
Bellevue WA 98004



Cards should be sent to the supervisor's place of business, not their home, even if you know them personally.

NOTE: I used a business-sized envelope to write comments on this example. Your envelope will be more square in shape. Adjust spacing accordingly.

IF they belong to one; otherwise skip this line

IF you don't know the appropriate prefix to use, don't guess! Stick with their full name instead.

Recipient's Address ("To:")

Dear Mr. Stark:

Thank you for the interview yesterday for the Marketing Assistant position at Aramark. Aramark offers opportunities which strongly parallel my interests & career goals. The interview with you confirmed my initial positive impressions of your company, & I want to reiterate my strong interest in working for you.

Again, thank you for your consideration. If you need any additional information, please feel free to contact me. I look forward to hearing from you.

Sincerely,
Gail Theriot