

Writing a "Thank you" Note or Email

Thank you notes open doors! Sending a thank you note/email not only shows respect and appreciation to your hosts – it also makes a good impression! Ask one of your hosts for a business card so you know where to send/email your thank you note.

Suggested Format

Dear Mr./Ms. _____ (last name)

Thank you for hosting the Career Day (or for the Job Shadow, etc.) at _____ (name of business/organization).

Three sentences that summarize what you gained from the career day or Informational Interview/Job Shadow. "Prior to this career day (our meeting, etc.) I... I learned... I most enjoyed... etc."

Closing statement about how this impacted your plans... "As a result of this day (my time at X organization, etc.), I plan to learn more about... This day helped me realize that... etc.

Thank you again,

_____ (your name)
Lincoln High School

Sample

Dear Mr. Jeans-Gail,

Thank you for organizing the Wieden+Kennedy Career Day on April 23.

I love art, and have been interested in learning more about the different jobs where I can use my passion for drawing. The professionals at Wieden+Kennedy helped me understand more about the different opportunities that may be available to me after high school. I had no idea there were so many different ways to use art in the business world!

As a result of this day, I am feeling encouraged, and am eager to learn more about the work of graphic designers. Thank you for putting together such a great event!

Thank you again,

*Abby Johnson
Lincoln High School '21*

****If you hand write a thank you note, bring it by the Career Center, and LHS will send it for you!**