

## **Sample Thank You Letter for Job Shadowing Experience**

Ms. Aggie Brown  
Aggie's Knit Shop  
123454 10<sup>th</sup> Street  
Ferndale, WA 98248

Dear Ms. Brown:

Thank you so much for taking the time to introduce me to your wonderful world. I thought I knew pretty much what you did with your time working in your store; however, I had an eye-opener when I personally was able to watch you multi-task through all the "hats" you wear in a day. I came to realize how much time and energy you use in performing one day's list of work activities. I am impressed...and somewhat surprised that you can keep such a positive attitude with so much on your plate.

I especially enjoyed meeting your customers. Thank you for so graciously and seamlessly including me in your business transactions. I learned that you don't make a huge amount of money on each item, so volume is essential. I also learned that the costs of business include much more than just the wholesale prices of the products. When you pointed out the cost of your lease, your heating and lighting, and your labor costs, I was amazed that you are able to do so well.

This Job Shadow experience was incredible. Thank you, again, for allowing me to disturb your routine in order to give me such a valuable experience. Retailing is not an easy business; however, I like the challenge. I certainly will include owning and operating a business in my top list of future job possibilities, thanks to you.

Sincerely,

Jerilyn Catchlin  
Ferndale High School