

Template for Sample Follow Up Letter (Thank You Letter)

Your street address

City,state zip

Date

Contact's name

Contact title

Organization name

Street address

City, state, zip

Dear Mr./Ms. (Last name only) : **(Salutation. Punctuation = : Colon)**

Paragraph 1: An opening paragraph that introduces yourself as a 1st year cosmetology student at The Tech Center in Yorktown in Yorktown NY and refers to the job shadow experience and states your reasons for the thank you letter. Mention the dates. Thank the interviewer for the opportunity he/she provided.

Paragraph 2: Key points that you discussed/ observed during the job shadow and exactly how the job shadow experience helped you complete your project. What did you learn? What will you take away from the opportunity to observe in the business?

Paragraph 3: A closing paragraph that thanks the mentor and expresses gratitude for allowing you to complete your job shadow project in the salon.

Sincerely, **(closing)**

Your Signature (leave 4 blank spaces for this)

Your name printed