

## Career Day Thank You Note Guidelines

All students will be writing a thank you note to one speaker they saw on Career Shadow Day. Please explain to them the importance of a thank you note.

Instruct the students to fold the notes in half and write on the bottom half of the card.

\* Have them write the person's name clearly "Dear Mr. or Ms. \_\_\_\_\_"

\* Examples of nice ways to start off a Thank You note:

(Etiquette rules do say that you never start a thank you note by saying, "Thank you for...." Or "I am writing to thank you for.....")

"I learned a lot from hearing you talk about your career on March 8."

"I never knew that people in your profession have to \_\_\_\_\_."

"It was very nice of you to take time out of your busy day to come to Blake Middle School and talk about your career."

"I learned so many interesting things about your profession. I enjoyed hearing you talk about \_\_\_\_\_."

"I really enjoyed learning about your job as a \_\_\_\_\_."

\* The students should then give some good examples of what they learned or thought was interesting.

\* The closing sentence should say, "Thank you....."

\* The closing should be their name written clearly "John Smith and the 8<sup>th</sup> graders of Blake Middle School."