

SAMPLE THANK-YOU NOTE TO BE SENT TO GROUNDHOG JOB SHADOW DAY HOST

*Please use this sample to develop your own thank you in your words.
Ms. Ozdogan needs to approve this email before sending.*

To be emailed within 5 days of your job shadow experience and please include
copies by

Cc: Cara.Kirby@fcps.edu and joan.ozdogan@fcps.edu

March 11, 2009

Dear Mr./Mrs./Ms. :

Thank you for hosting me for the Northern Virginia Technology Council's
eleventh annual Groundhog Job Shadow Day on Friday, March 6, 2009.

Because of the shadowing opportunity at your company, I now know/understand
(You add words on your experience here...)

The most interesting/enjoyable part of the day was (You add words on your
experience here...)

I am certain that my future plans will be influenced by the experience I had at
your company on Friday, March 6, 2009.

Thank you again.

Sincerely,

Your Name

~Sample Email on Back~

March 11, 2009

Ann Smith
Mitretek Corporation
3150 Fairview Park Drive
Falls Church, VA 22042

Dear Ms. Smith:

Thank you so much for spending your Friday, February 2nd with me and introducing me to Mitretek. It was an invaluable experience. I not only learned about the jobs and activities of a systems engineer, but also the specific projects at Mitretek. I was impressed by the RASMAS project, as well as the computer lab with Hotzone.

The work on disease propagation models was very interesting; especially viewing the intricate plans in Ithink. My favorite part of the day was the mini-project analyzing reactions of Inova Fairfax Hospital staff during an outbreak. It was fun to apply the information that I had been learning in my Engineering Physics class into a workplace environment. I was very excited to show my family and friends the complicated diagram I helped to create during my day "at work." Advantageously, I will be developing an External System diagram this week in my project with Professor Laskey at George Mason University.

Within in the company, I found the mock interview to be very helpful. Mr. Snelling gave me his insights on my personal resume and provided me with common job interview questions and their appropriate responses. I was very impressed by the atmosphere and workplace environment at Mitretek. Certain activities like the seminars on Tuesday, new faces displayed on the company kiosk, traffic services at the door, and the various awards demonstrate cooperation and respect between an employer and employees.

During my experiences at Mitretek, I learned some very valuable information about college and entering the workforce. In the coming weeks I will be looking into taking some computer science classes and getting a grounding in those concepts before I go to college. From your experiences and talking with Mr. Arthur, I learned to carefully choose summer internships because they can help to establish a student at a company. Your view on choosing a small company versus a large company was very insightful.

Thank you very much again for hosting me as part of the 2007 Groundhog Job Shadow Day. I am certain that my future plans have been positively influenced from this experience. I look forward to keeping in touch with you and asking additional questions.

Sincerely,

Bethany K