

Kris E. Graves

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#1 Rocket Road – Tolono, IL – 61880 – 217-485-6230

Date

Your Job Shadow Host's Name

Your Job Shadow Host's Title

Your Job Shadow Host's Business Name

Street Address

City, State Zip Code

Dear (Mr., Ms., or Mrs. (Job Shadow Host's Last Name))

Paragraph 1: Thank your Job Shadow Host for his or her time and helpfulness.

Paragraph 2: Tell him or her why the experience was important to you. Share some of the things you learned through your job shadowing.

Paragraph 3: Add anything else that you would like to say.

Sincerely,

(SIGNATURE)

Kris E. Graves