**Student Instructions:** *This thank you note should be written by you and sent to the industry professional(s) within a day or two of the engagement.*

***The note can be emailed or can be handwritten and mailed.***

*In both cases, you should check spelling and grammar and have your teacher review. For mailed thank you notes, your teacher can assist you with properly addressing the envelope.*

**Template:**

Dear name of industry professional (for example: Mr. Smith, Dr. Jones),

*2 sentences to share the purpose of writing this letter and express your appreciation.*

Example: “I appreciate you taking the time to (inform / educate / speak with / etc.) the class about…”

*2-3 sentences to describe your experience, citing examples of what you learned.* *Be specific- instead of just restating the speaker’s message, you should aim to describe the points that you found most interesting. How did the experience impact you? How will this experience help you in school and in the future?*

Example: “I found the experience to be (exciting / informative / engaging / etc.), especially when I learned about… This experience will help me to…”

*1-2 sentences calling out something specific that you noticed and appreciated from the speaker- their manner of delivery, willingness to answer questions, something in their background they shared, etc.*

Example: “As a participant, I appreciated how you…”

*1-2 sentences to thank them again for their time.*

Example: “Thank you so much for coming to (inform / educate / speak with / etc.) the class about…”

Sincerely,

Your name

**Full example:**

Dear Ms. Swift,

I appreciate you taking the time to visit my class and talk to us about your music career. Hearing about your journey from the start of your career to now, the challenges you faced, and your advice for getting into the music industry was inspiring and very helpful. You shared such great stories and I appreciated your honesty about what this career path is really like. I learned a lot from you and just wanted to thank you so much for your time.

Sincerely,

London Evans