30/7/14

***Learning Intention:*** *be able to construct a formal and effective letter of thanks [to your Work Experience placement]*

**Task**

Write a letter of thanks to your Work Experience placement.

Edit it.

Get it checked. – VERY IMPORTANT!

Print it. Fill in envelope NEATLY. Send it.

**Success Criteria**

* correct layout of
  + your name & contact details,
  + date,
  + salutation
  + sign off.
* careful wording and detail to convey gratitude & what you gained from the experience.
* careful editing of spelling, punctuation & grammar.

Cecelia Lovelace

Manager

Hands and Hearts Childcare Centre

26 Riley Street

Ararat 3377

*On the envelope:*

Full Name of Person

Position of person

Organisation/Business name

Business street & number

Business suburb/town & postcode

**RESOURCES** to help you

Sample letter

Success Criteria (above)

yourself, peers (*read what someone else wrote*), teacher

*SAMPLE THANK YOU LETTER FOR WORK EXPERIENCE*

*YOUR NAME*

*1098 XXXX Street*

*Ararat, 3377*

*0404 XXX XXX*

29/07/2014

XXX XXX

Principal

Ararat XXX Primary School

XXX Street

Ararat, 3377

Dear Mrs XXXXXX,

Thank you for letting me be a part of your XXXX for my week of Work Experience. Also, thank you to the staff members and children, and especially Mrs XXXX for making me feel welcome at the XXXX. It was a great experience being able to see what XXXXX is like from a XXXX point of view. As I would like to go into a XXXX course/job at the end of my schooling, this was a great opportunity to help me with my career pathway. It is a very rewarding occupation that I would love to look into further.

Being in a XXXXX with Mr/Mrs XXX was fantastic, and I loved the week with him/her/them. [give some detail about what was great or helpful about them]. I liked being involved in activities like XXXX. It was also good to see XXXX. I hope you enjoyed having me around and that you found me useful.

Thank you again for allowing me to come to your XXXX for work experience. And another big thanks to Mr/Mrs XXXX for giving up his/her/their time to show me what it’s like to be a XXXXX and answer any questions I had during the week.

Sincerely,

YOUR NAME