



## Westlane Co-op Thank You Letter Assignment

As the end of the semester approaches many of you are preparing yourselves to say good-bye to what has turned out to be a valuable experience. You have spent the last four months working with people on a day-to-day basis. With each day you were exposed to a wide variety of experiences and given opportunities to develop unique relationships with your co-workers. To ensure that you reinforce this experience with a good impression and give appropriate thanks to those who have supported your co-op experience, a professional thank you is required.

### REQUIRED:

- ◆ You are to construct an appropriate thank you letter that is both personal and professional using the *guidelines* suggested below. The sample below is intended as a guideline only. The format should be followed but the content can be changed to suit your own style and experience.
- ◆ The rough draft of the Thank You letter is to be approved by your teacher so that additions/corrections can be made. This is due at the NEXT WORKSHOP
- ◆ The final draft will be printed upon approval by your co-op teacher.
- ◆ This will enable you to hand deliver the letter to your employer before the end of your placement.

Your name  
Street Address  
City, Province, Postal Code

Employer  
Position  
Business  
Street Address  
City, Province, Postal Code

Date

Salutation (*Dear Mr./Mrs./Ms.....:*)

Intro: *Thank you for....* (1-2 sentences)

Body: Provide the employer with specific references to your experience. For example, "*During the term of my co-op placement you provided me with the opportunity to ...., ...., and .... All of these experiences have helped to enhance ... (hard/soft skills)*".  
(minimum 2 sentences, preferably 3-5 sentences)

Conclusion: A final thank you. The conclusion should wrap up the thank you letter and can also include reference to your future plans and contact. For example, "*Thank you for the time and interest you showed toward my education. The experience gained will prove to be invaluable as I pursue a career/education in ....*" (minimum 2 sentences)

Complimentary Closing  
Yours truly,

Your Name

### Evaluation:

Your overall evaluation will be based on completion, content, professionalism, and format.