

# A THANK YOU GOES A LONG WAY!

Did you know that hundreds of volunteers from the business community, work all year long on planning JA JobSpark? They volunteer their time to put together an amazing learning opportunity for you to experience. Our volunteers are committed to educating you on careers that will be in demand when you graduate from high school. They hope to inspire you to learn more about careers/industries that interest you.

## SEND A THANK YOU NOTE TO A BUSINESS VOLUNTEER

Think about your favorite industry or career that you learned about today and write a thank you note to a volunteer or company that provided an activity. If you know their name or company name, please mention that in your thank you note. A thank you note is always appreciated and can make you stand out after meeting someone. It shows you appreciate their time and their interest in educating young people.

### TEMPLATE

Dear [Name],

Thank you for [specific statement about what you're thanking the recipient for]. [Sentence or two about why the recipient's contribution was meaningful to you.] [Optional: A sentence praising the recipient for their kindness, generosity, etc.]

[Optional: Any personal closing statement.]

[Sign-off],

[Your Name]

### EXAMPLE

Dear Ms. Dant,

Thank you for sharing at our JA JobSpark. I can tell you like your job and enjoy sharing information about what you do. You gave me a better understanding of what it is like to be an accountant at BKD. The activity you showed us about how to budget my finances will be useful in everyday life. Your time was so appreciated. I learned so much from you.

I plan to continue my career research about your company and the job you have. It is my goal to some day be an accountant.

Sincerely,

John Smith



You can email your thank you note to [JAJobSpark@jaindy.org](mailto:JAJobSpark@jaindy.org). This will go to a Junior Achievement staff member and then it will be forwarded to the correct person.