



THANK YOU NOTE

An important element of networking is thanking contacts for meeting with you and helping you. Write a thank you note to someone you met a JA Inspire Day.

Remember, a thank you note should include the following:

- Talk about the specific company and experience.
- Mention a particular learning experience or interaction with a volunteer that made a difference to the student.
- Explain how the experience had a positive effect on your future.
- Express appreciation.

Once you complete this assignment, you should save this document to be used in your career planner or print the document for your own use at the JA Inspire event. If your teacher wants you to submit the document, he or she will let you know when and how to complete this task.