

Work-Based Learning Internship

Thank You Card & Recommendation



NVUSD
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INTERNSHIP TIMELINE



Thank You Card

Purpose

As a professional courtesy, student's hand write a thank you card to their mentor. The purpose of the task is to not only thank the employer for their time and dedication to the internship program, but to enhance the student's idea of professionalism within the business setting.

Format

The thank you note must be handwritten, on a formal thank you card, or blank card. If the student does not have access to a thank you card or blank card, the student may make one from blank card stock, utilizing the resources at school or home for cutting and sending (envelopes).

The student should thank the employer for his or her time and willingness to participate in the internship program. The student must state at least one thing they learned or improved on during the internship. The student should then sign the card.

Students may take a picture and upload the image as documentation. The student must confirm with the internship instructor that the thank you card was sent via the postal service, or delivered in person.

Letter of Recommendation

Purpose

A letter of recommendation is a great way to show your skills and experience in a professional setting, helping you stand out amongst the crowd! If applying to college, the letter of recommendation from a professional in your intended field of study is sure to make a positive impact on your college admissions.

A letter of recommendation is also useful for applying for jobs. Instead of applying for the same jobs as your peers, use your letter of recommendation to apply for an entry-level professional job in the field of your choosing!!

All you need to do is give your employer advance notice. They won't need a template; every employer should know how to write a letter of recommendation.

Good Luck!!

