

THANK YOU CARD FINAL ASSIGNMENT

Date: _____

You need to complete a THANK YOU card for you supervisor.

1. Practice writing out the "thank you" message following the outline below. You are encouraged to change the phrases. However, make sure you write all the required content.

Dear _____:

Thank you so much for having me as a co-op student. I am grateful for the many opportunities to learn about _____. (Fill in your job title or role)

Through your guidance, I have learned how _____
_____ (list 2 to 3 skills you developed through your coop placement).

I will always remember _____. (Fill in with a memorable moment.)

Your time and support has been greatly appreciated.

Sincerely,

(Your name)

Example:

Dear **Mr. Fred Smith:**

Thank you so much for having me as a co-op student. I am grateful for the many opportunities to learn about **how to run a successful hair salon.** I will always remember **how your staff patiently taught me how to cut hair, create up-do's and apply colour.** **You also helped me realize the importance of treating a customer with kindness and respect.** Through your guidance, I have learned how **to organize schedules, handle customer phone calls and keep a salon neat and tidy.**

Your time and support has been greatly appreciated.

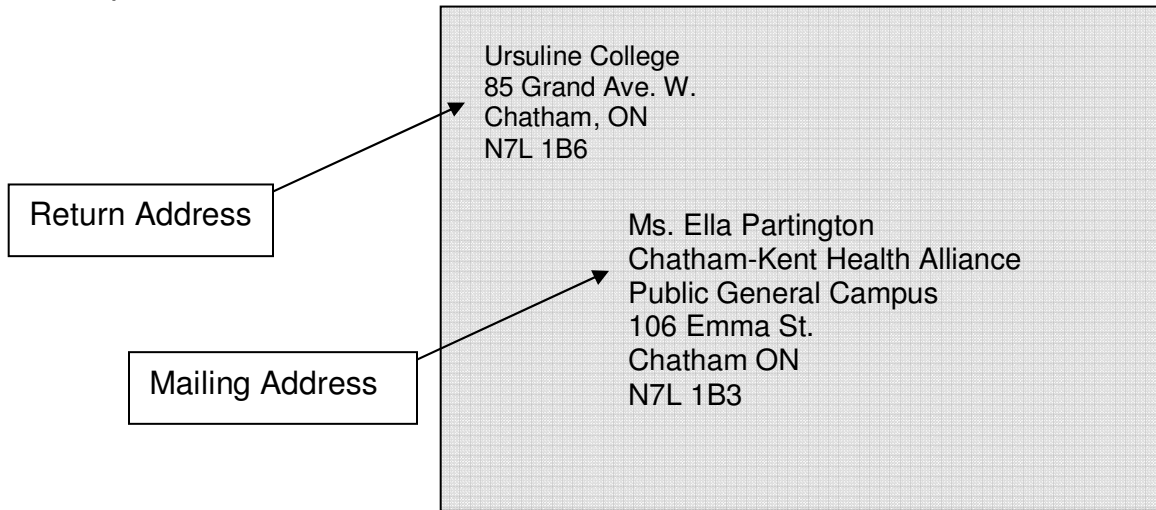
Sincerely,

Ima Student

- Once your teacher has gone over your message with you, you will be given an Ursuline College thank you card.
- Neatly print or write your message on the inside of the card.
- Complete both the mailing and return address (our school) on the outside of the envelope.

Formal name of supervisor
Name of placement
Address of placement
City, ON
Postal Code

Example:



- Insert the card into the envelope, but do NOT seal it. Hand in the envelope containing the card to your teacher.

Indicator	1	2	3	4
Knowledge Identifies legitimate skills and experience.	<ul style="list-style-type: none"> Poorly identified or missing 	<ul style="list-style-type: none"> Some identification 	<ul style="list-style-type: none"> Good identification of skills and experience 	<ul style="list-style-type: none"> Well-chosen and thoughtful skills and experience given
Thinking Describes skills that demonstrate personal growth.	<ul style="list-style-type: none"> Poorly described skills 	<ul style="list-style-type: none"> Some description of skills 	<ul style="list-style-type: none"> Good explanation of skills learned 	<ul style="list-style-type: none"> Meaningful and well-described skills
Communication Written in legible manner.	<ul style="list-style-type: none"> Little expression Text is illegible (grammar, spelling) 	<ul style="list-style-type: none"> Some expression Fairly neat and legible Some grammar/spelling errors 	<ul style="list-style-type: none"> Thoughts expressed with logical flow Reasonably legible Good grammar/spelling 	<ul style="list-style-type: none"> Skillful expression Neat and legible Excellent grammar/spelling
Application Accomplishes objective of the card with attention to critical components and appropriate length.	<ul style="list-style-type: none"> Incomplete Unacceptable length 	<ul style="list-style-type: none"> Some aspects incomplete Inadequate length 	<ul style="list-style-type: none"> Most aspects complete Adequate length 	<ul style="list-style-type: none"> All aspects complete Appropriate length