

MAIL to SELF

August 14, 20xx (Date)

Mr. Sam Hill (Name)

Assistant Engineer (Host's Designation)

ABC Engineering

(Address)

Dear Mr. Hill,

Thank you for giving me your precious time on (Date) _____ for the job shadow activity. This opportunity helped me to understand what a civil engineering job is all about. I could get a closer look at the job and understand its intricacies.

I learned about the different fields of engineering and how they are different from each other. It will help me choose the right subjects and pursue my dream career.

It was extremely kind of you to offer me a part-time job during the summer break. I will be honored to join you on the special project. Thank you for giving me a chance to understand things better and make an informed decision.

Sincerely,

Tomas Banks