

1000 Idaho Avenue  
Portage, MI 49024  
April 29, 2016

Mr. Greg Vinstra  
New Car Sales Manager  
Maple Hill Auto Group  
5622 W. Main Street  
Kalamazoo, MI 49009

Dear Mr. Vinstra:

Thank you for taking the time out of your schedule to provide me the job shadowing experience that took place on April 22, 2016. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding the daily tasks of your job.

This job shadow opportunity allowed me to gain an insight of the academic, technical, and personal skills required by this occupation, along with reinforcing the understanding of the connection between school and work. I appreciate the opportunity to learn from someone who works in the field of my interest.

Having the opportunity to see the sales environment of a flourishing business was an exciting experience. I look forward to working in a sales position and will now be better prepared for the task. Thank you for giving me the helpful tips to becoming successful in the sales/business management field.

Sincerely,

Grant Perrine  
Portage Northern High School