

# Brianna Marie Quillin

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Ms. Autumn Lee  
Receptionist  
Great Lakes Plumbing and Heating  
860 Gibson St.  
Kalamazoo, MI 49001

Dear Ms. Autumn Lee:

Thank you for taking the time out of your schedule to provide me the job shadowing experience that took place on April 10, 2018. 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.

Great Lakes Plumbing and Heating is a company with high standards and an excellent reputation; I would be willing to job shadow again. I am confident that this experience will help prepare me for real-world jobs. Thank you for the time you took out of your day to let me job shadow you.

Sincerely,

Brianna Quillin  
Portage Northern High School