



The End of Your Training Experience

As you bring your work experience to a close, there are some final activities that you may want to consider.

- A **formal thank you card** thanking the individuals and the company leadership you worked with. This shows a high degree of professionalism.
- Take time for a **personal thank** you to the people who taught you and guided your learning there. Tell them what you learned and how you expect to use that knowledge in a future job.
- Request **letters of recommendation** from training site supervisors who know your work well enough to give specific comments and recommendation. Ask them if they will also be a reference for a future job.
- Ask for **recommendations** to other organizations that might be hiring.
- Obtain **brochures, flyers, or other promotional material** to include in a portfolio about the place where you did your training experience. You could use this portfolio in your job search to show employers what you have done, and where.
- If you were evaluated during the time you did your training experience, ask to have a **copy of your evaluation** for your portfolio.
- Ask for a **copy of your training description**. If one is not available, prepare one yourself and ask your training site supervisor to review it for anything that might have been left out.
- Ask your training site supervisor if you can have **copies of projects you worked on** or work that would represent what you learned there. These copies would look great in your portfolio. You could show them to a future employer to show what you learned, and what you know how to do.
- Think about what you have learned on your training experience. Use this as an opportunity to reflect on what you have learned, as well as what you did to assist the company.