

1000 Idaho Avenue
Portage, MI 49024
May 13, 2016

Mr. Tony Bonassi
BMW Sales Manager
Harold Zeigler
4201 Stadium Drive
Kalamazoo, MI 49008

Dear Mr. Bonassi:

Thank you for taking the time out of your schedule to provide me the job shadowing experience that took place on May 7, 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.

I learned a lot about customer service and selling throughout the morning, and I hope to apply what I learned to my career in a few years. The environment was awesome and I felt welcome throughout the whole building, and everyone was very helpful. Thanks for showing me how the dealership works and for going out of your way to help me out.

Sincerely,

Zain Ahmed
Portage Northern High School