

JOB SHADOW EMAIL TEMPLATES

Example No. 1 — The Inquiry

Dear (Miss/Ms./Mrs./Mr.) __Insert Last Name__,

My name is __insert your name__ and I am writing to inquire about a job shadow opportunity with __insert company name__. I am a __insert grade level__ at __insert high school__ and I am interested in pursuing a career as a __insert career type__. I have done some research on the steps I need to take to become a __insert career role__ and I am also involved in several activities that help me gain some hands-on experience. I am currently a __insert activities that you are involved in to help gain experience__.

From my research, I have learned the value that you and your __insert company__ take in __insert company's purpose__. I admire the pride that you take in your work. I am __insert qualification/skill__, __insert qualification/skill__, and __insert qualification/skill__ and would be very grateful for the chance to job shadow you. I would love to spend either a full or half day with you in __insert month__.

I understand that your time is very valuable. If you are available to host me, it is an opportunity that would help me confirm that this career path is right for me. Please let me know if you need any other information or credentials from me to make your decision. If you would like to discuss my request further, please reach out to me at your earliest convenience.

Thank you in advance for considering my request. I look forward to this opportunity.

Sincerely,

__Insert Your First and Last Name__

__Insert Phone Number__

__Insert Email Address__

Example No. 2 — The Confirmation

Dear (Miss/Ms./Mrs/Mr.) ___Insert Last Name___,

Thank you so much for accepting my job shadow request. I am really looking forward to spending the day with you and getting some hands-on experience in this field.

As we approach the job shadow, I would like to follow up on a few details with you. Please confirm the location of your office and where I should park when I arrive. I also want to be sure that I am dressed appropriately, so a couple of tips on what to wear would be great. If there is anything else that you think I should bring with me, please let me know!

Thank you again for hosting me and I look forward to seeing you on ___Insert Day + Date___ at ___Insert Time___.

Sincerely,

___Insert Your First and Last Name___

___Insert Phone Number___

___Insert Email Address___

Example No. 3 — The Follow-Up

Dear (Miss/Ms./Mrs/Mr.) ___Insert Last Name___,

I want to say thank you for letting me job shadow you last week. I had an amazing time and I learned so much about this industry! It really confirmed that I want to move forward with pursuing a career as an ___insert career role___.

The advice that you gave to me was invaluable and spending the entire day observing you and asking questions was so helpful. I really appreciate that you took time out of your busy schedule to host me for the day.

I would love to stay in touch in the future and use you as a reference and guide as I research more about this industry and my career opportunities.

Thanks again!

Sincerely,

___Insert Your First and Last Name___

___Insert Phone Number___

___Insert Email Address___