

Professional Communication

Dear _____

My name is _____, and I am a junior at Kent City HS. My school requires all students to complete two job shadows in a career field of interest to gain a better understanding and determine if the field would be a good fit. The completion of a job shadow is also a graduation requirement.

I (found your email on/was given your email by) _____. I am interested in doing a job shadow at _____ (company) because _____. If you would consider allowing me to job shadow at your company, I would appreciate the opportunity to learn about your work. The requirement is to spend approximately a half day completing the job shadow.

If you are willing, I'd be excited to talk to you more about the possibility of doing a job shadow with _____ (company). Please let me know if this is something you are open to. I can be reached at this email address or by phone at _____.

Thank you for your consideration,

Cold Call Script

Voicemail: Hello. My name is _____. I am a sophomore at Kent City HS. My hope is to secure a job shadow in the _____ field/industry to learn more about it and see if it is a good fit for me. I am excited to talk to you about the possibility of job shadowing with _____ (company). If you are open to having me on site to do a job shadow, I can be reached at _____ (phone) or email (include email). Thank you, and I look forward to hearing from you. State your name and school once again.

Conversation: Hello. My name is _____. I am a senior at Kent City HS. My hope is to secure a job shadow in the _____ field/industry to learn more about it and see if it is a good fit for me. I heard about your company through _____ (Google, friend, etc.). I'm calling to see if this is something you are open to discussing with me.