JOB SHADOW INTRODUCTORY LETTER

SAMPLE AND INSTRUCTIONS

Paragraph 1 – Explain who you are and why you are participating in the job shadow experience. Thank the business for the opportunity: be sure to include both the host and the person who arranged the job shadow, if different from the business host. (You do not need to include a thank you to Mrs. Johnson in this letter)

Paragraph 2 – Describe how you became interested in the career: some of your classes and related volunteer, after-school activities or things you do with family that have given you skills & knowledge that would be useful in the career you are shadowing.

Paragraph 3 – Close your letter restating your appreciation of the host’s time. Confirm the date and start time of your job shadow.

**Please Note: EDIT!!** Watch punctuation, capitalization and spelling. Share your letter with Mrs. Johnson on GoogleDocs, [johnsonmary@student.pleasval.k12.ia.us](mailto:johnsonmary@student.pleasval.k12.ia.us). Letters should be sent as soon as the job shadow is arranged or you receive assignment sheet.

Use a standard font. Top, bottom and side margins should be 1”. This is a template only. **DO NOT COPY AND PASTE OR USE EXACT PHRASING.**

Date

Leslie Jones, Environmental Engineer

XYZ Company

123 Main Street

Anywhere, IA 52000

Dear Ms. Jones:

My name is Pat Smith. I’m currently a junior at Pleasant Valley High School. This is an exciting opportunity for me because I’m interested in the environment. I am considering environmental science or environmental engineering as possible fields of study in college. I look forward to learning about how these majors can be used in a company such as XYZ Company which I know does environmental testing. I very much appreciate your taking time out of your day to host my job shadow. Please thank Jane Doe, the office manager, who arranged the job shadow.

Some of my classes have been Engineering Problems, Pre-Calculus, Organic Chemistry and Microbiology. Next year, I am participating in the Engineering Academy, a dual-credit class offered through the high school and Scott Community College which gives students an opportunity to explore engineering using hands-on, real-life engineering projects. Part of my passion for the environment includes gardening and trees. My family and I run a community garden at our church. In addition, I’m a member of the Arbor Day Foundation and I have participated in tree planting projects with the Bettendorf Tree Committee.

Once again, thank you for this great opportunity to job shadow at XYZ Company. I look forward to meeting you Tuesday, April 15th at 12:00 p.m. I will meet you in the entryway located by Devils Glen Road.

Sincerely,

Pat Smith

℅ Pleasant Valley High School

604 Belmont Road

Bettendorf, IA 52722

anyone@ourtown.com