

# JOB SHADOWS



A job shadow is a great way to see firsthand what a particular career is like.

In a job shadow experience, you are not doing any work, but you do get to follow and observe someone as they do their job. While shadowing, you can ask questions and have conversations to find out more about the career.

## REASONS TO CONDUCT A JOB SHADOW:

1. To explore careers and clarify your career goal
2. To expand your network
3. To learn more about a particular company

## HOW TO CONDUCT A JOB SHADOW:

**Identify the career you want to learn more about:** Make a list of careers that you find interesting. Select the one you want to explore first.

**Prepare for the job shadow:** Learn about the career. Prepare a list of questions you would like to ask.

**Identify companies you'd like to shadow with:** Ask for suggestions from people you know, and search online to discover companies in that career field.

**Arrange the job shadow:** Contact the person (or company) to ask about a job shadow. State that you are interested in experiencing that career and company. Shadows are often a few hours long, but be flexible.

**Conduct the job shadow:** Dress appropriately, arrive on time, be polite and respectful. Bring a list of questions to ask, but allow for conversation, as well.

**Follow up:** Be sure to send a thank you note or email to your contact within 2-3 days of the interview.

**CAREER SERVICES**



608-785-9440



careerservices@  
westernnc.edu



La Crosse Campus  
SSC - Room 202



# **JOB SHADOW EMAIL TEMPLATE**

**CONSIDER FOLLOWING THIS EMAIL FORMAT WHEN YOU REACH OUT TO ASK ABOUT A JOB SHADOW OPPORTUNITY:**

Dear FirstName LastName,

My name is \_\_\_\_\_ and I am currently in the \_\_\_\_\_ program at Western Technical College. I am in the process of exploring careers and I am very interested in the field of \_\_\_\_\_ (ex: welding, occupational therapy, sales, etc.). I am looking for job shadow opportunities in order to see this career field firsthand and learn more about what it is like on a day-to-day basis.

If you would be willing to host me for a brief job shadow, I would love the opportunity to see your company and your work, and to be able to ask some questions about this career field.

I can be reached at \_\_\_\_\_ (email) or \_\_\_\_\_ (phone). If you are open to a job shadow, please feel free to suggest some days and times that would work for you.

Thank you so much for considering. I look forward to hearing from you!

Sincerely,

FirstName LastName