Making the Contact

Before contacting the employer, make sure that you have the person’s full name. You can usually find this on their website. In addition, make sure that you contact them at a convenient time if you are calling or emailing. For example, do not call a restaurant during their rush hours.

1. Introduce yourself, your school and the reason why you are calling.

Hello, is ______________ (the manager) available please?

Hi my name is ______________. I am a student at Greenville High School and I’m interested in job shadowing at your company. I have an interest in ____________ and I would like to observe your workplace and interview a worker to learn more about this occupation. This would help me make informed decisions for my future.

Would you it be possible for me to job shadow you or someone else in your company for ________ (a day, a morning or afternoon)?

Is there a day and time that is convenient for you?

Thank you!
2. Introduce yourself, your school and the reason why you are emailing.

Good evening,

My name is ____________. I am a junior at Greenville High School. I’m interested in your business and possibly pursuing a career in ___________ (career area). I’m looking for an opportunity to job shadow and interview a worker to learn more about this occupation. This will help me make informed decisions for my future.

Would it be possible for me to job shadow you or someone else in your company for __________ (a day, a morning or afternoon)?

Is there a day and time that is convenient for you?

Thank you for your consideration.

______________ (your name)
3. Introduce yourself, your school and the reason why you are there.

Good evening,

My name is ____________. I am a junior at Greenville High School. I have an interest in pursuing ___________ after high school. It would be really helpful to have an idea of what a day in your shoes looks like. I was wondering if it would be possible to job shadow and interview you or someone else in your company. It would really help me decide if this is the right career fit for me!

Do you think you have the availability for me to join you for a few hours?

If they say, yes! Schedule a time that works best for the company.
If they say it wouldn’t work for them. Thank them for their time.