

Introductory Email to Job Shadowing Host

Dear Mr./Ms _____:

My name is _____, I am a Junior/Senior at Early College High School at Canton City Schools. I am very interested in learning more about a career in _____.

Mr. Venturella has given me your contact information to request an opportunity to job shadow with you. I am very excited to have this experience and appreciate your willingness to participate.

Would you be available to help me explore career opportunities as an **(Accountant/Engineer/Nurse etc.)** on **Give 3 Dates**

Sincere appreciation,
(your name)
(your phone number)

In the Reply Email - Ask what is the appropriate attire required?