

Application for Job Shadowing Placement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the job shadowing opportunity at [Company's Name] as advertised [mention where you found the opportunity]. I am currently a [Your Current Education Level or Job Title] and am eager to gain practical experience in [specific field or position].

I believe that shadowing a professional in your company would provide me with invaluable insights into the industry and help me to develop my skills further. I am particularly drawn to [mention specific aspects of the company or team], and I am enthusiastic about the chance to learn from your team.

I am available for job shadowing on [insert your availability], and I am more than willing to adjust my schedule to meet your needs. Thank you for considering my application. I look forward to the opportunity to discuss this with you further.

Sincerely,

[Your Name]