

Internship Application for Job Shadowing

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in pursuing a job shadowing opportunity within the Chemical Engineering department at [Company Name]. As a [Your Year, e.g., sophomore] student majoring in Chemical Engineering at [Your University], I am eager to gain practical insights and real-world experience in the field.

I believe that shadowing a professional at [Company Name] will provide me with valuable exposure to the industry and allow me to observe the application of chemical engineering principles in a corporate environment. I am particularly interested in [mention any specific area of interest relevant to the company or position], and I am excited about the prospect of learning from your experienced team.

I am available for job shadowing on [mention your availability], and I am eager to accommodate any scheduling preferences you may have. Thank you for considering my application. I look forward to the opportunity to learn from your esteemed company.

Sincerely,
[Your Name]