

Job Shadowing Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 program at [Company's Name]. I am currently a [Your Current Position/Year in School] at [Your School/University], and I am eager to gain insight into the [specific field/industry] through this opportunity.

Having a strong passion for [specific interest related to company], I believe that shadowing [potential mentor's position] would provide me valuable experience and guidance in my career path. I am particularly impressed by [mention something specific about the company or its projects].

I am available on [insert your availability], and I would greatly appreciate the opportunity to learn from your team. Please let me know if you require any additional information or if we could arrange a convenient time to discuss this further.

Thank you for considering my application. I look forward to the possibility of hearing from you soon.

Sincerely,

[Your Name]