

Proposal for Job Shadowing Sessions

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a job shadowing session at [Company Name] to gain insight into [specific job/role or department]. As a [your current position/education, e.g., student in XYZ program], I believe that observing and learning from the valuable experience of your team would greatly enhance my understanding of the industry.

I am particularly interested in [specific aspects of the job or company], and I am eager to learn about [specific duties or skills]. I believe that hands-on experience will not only be beneficial for my career development but also bring a fresh perspective to your team.

I am flexible with scheduling and can accommodate a time that works best for you and your team. I am looking at the possibility of shadowing for [length of time, e.g., a day, a week] during [specify preferred dates or time frame].

Thank you for considering my request. I am looking forward to the possibility of learning from you and your team at [Company Name]. Please let me know if you need any further information from my side.

Sincerely,
[Your Name]
[Your LinkedIn Profile (optional)]