

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

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the opportunity to participate in a job shadowing experience at [Company Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to gain insights and experience in the [specific field/industry] that your organization specializes in.

Through this job shadowing opportunity, I hope to learn more about [specific roles or responsibilities you are interested in] and develop a better understanding of the skills necessary for success in this field. I am particularly impressed by [mention any specific projects, values, or achievements of the company] and believe that experiencing your work environment firsthand would be invaluable.

I am available for job shadowing at your convenience and am flexible with dates and times. Thank you for considering my application. I look forward to the possibility of learning from your talented team.

Sincerely,
Your Name