

Job Shadowing Arrangement

Date: [Insert Date]

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am a student at [Your School/University Name]. As part of my [specific program or project], I am looking to gain practical experience through job shadowing in the field of [specific field/industry].

I admire your work at [Company/Organization Name] and would greatly appreciate the opportunity to shadow you for a day, on a mutually convenient date. This experience would provide me with invaluable insights into [specific tasks or skills you wish to learn about], and help me better understand the career path ahead.

I am flexible with dates and can accommodate your schedule. Please let me know if this is something you would be willing to consider; I would be deeply grateful for any time you could spare.

Thank you for your consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your School/University Name]