

Proposal for Career Exploration through Job Shadowing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [a student at/affiliated with] [Your School/Organization]. I am writing to propose a rewarding job shadowing opportunity for career exploration in [specific industry or field].

As part of my career development, I am eager to gain a better understanding of [specific role or profession] and the skills necessary to succeed. I believe that shadowing a professional in your organization will provide invaluable insights and practical experience.

I am particularly interested in [specific areas of interest related to the job], and I am confident that observing your team will enhance my knowledge and inspire my future career path.

I would greatly appreciate the opportunity to schedule a time for job shadowing at your convenience. I am available on [provide a range of dates/times], but I am more than willing to accommodate your schedule.

Thank you for considering my request. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]