

Your Roadmap to a Job Shadow

Explore a career • Build connections • Discover your future



1. Choose a career to explore

Identify a career field that interests you. Find two or three related job titles and employers.

2. Find professionals to contact

Start with family, friends, teachers, classmates, coworkers and their connections. Search LinkedIn for professionals and alumni. Explore employer websites, professional associations, career fairs and networking events. Ask the Career Marketplace for help making connections.

3. Reach out professionally

Send a brief, personalized email or LinkedIn message. Introduce yourself, explain your interest and request a job shadow. If shadowing is not available, ask about an informational interview. Offer flexible dates and never assume someone can host you.

4. Follow up and confirm

If you do not receive a response, send one polite follow-up after five to seven business days. Once confirmed, clarify the date, time, location, contact person, dress code, parking and any required forms or confidentiality agreements. If you are under 18, ask whether parent or guardian permission is required.



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Your Roadmap to a Job Shadow Continued



5. Prepare for your visit

- Research the employer and professional.
- Prepare five to seven questions about daily responsibilities, skills, education and career growth.
- Plan transportation and dress professionally.
- Bring a notebook and pen. Keep your phone put away.

6. Make a great impression

- Arrive 10 to 15 minutes early.
- Introduce yourself and listen carefully.
- Ask thoughtful questions at appropriate times.
- Follow all privacy and safety rules.
- Never photograph, record or share confidential information without permission.
- If plans change, contact your host. Never ghost an employer!

7. Say thank you

Thank your host before leaving. Within 24 to 48 hours, send a personalized thank-you email. When possible, follow up with a handwritten card. Mention something specific you learned and express appreciation for their time.

8. Reflect and stay connected

Think about what interested or surprised you, what did not appeal to you and what you want to explore next. If appropriate, connect on LinkedIn with a personal note and maintain the relationship professionally.

SAMPLE OUTREACH MESSAGE

Hello [Name],

I'm a college student exploring careers in [field] and am interested in your work as a [job title]. Would you be open to a brief job shadow or informational interview? I'd appreciate the opportunity to learn from you.

Thank you for considering my request!

SAMPLE THANK-YOU NOTE

Thank you for welcoming me to shadow you. I especially enjoyed learning about [specific task or insight]. Your time and advice helped me better understand [career]. I truly appreciate the opportunity!

KEEP GOING!

A "no" or no response is not the end.

Continue reaching out respectfully.

Every conversation is an opportunity to learn and grow your network.



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