

CAREERS
Job Shadowing
Initial Phone Call

“Hi, my name is _____ and I am a sophomore at Nevis High School.”

“I am calling to speak to someone about possibly job shadowing at _____.”

If a new person comes on the line, introduce yourself again and say, “I am calling to see if you’d be willing to allow me to job shadow at _____.”

Explain that this is a project for a Career Investigations course you are taking.

If they are agreeable, tell them you will be sending a formal request along with an agreement form they will need to sign and return.

If it is possible to set a date that is a week or two in the future, that is always a good thing. Don’t forget to check your schedule before you set any dates!

Thank them and tell them they will receive your letter soon.