



## Approaching for a work shadowing opportunity

If you don't know already, phone to establish who you should be in touch with and their email address. The follow this sort of wording:

Dear ...

My Sixth Form has released me for a week from Monday 1<sup>st</sup> July to Friday 5<sup>th</sup> July to gain experience of the workplace. I am aware that the time is quite close, so I am looking for any experiences of work shadowing (anything from a couple of days up to a week).

I would really appreciate being able to shadow someone in your organisation, as I am interested in ... I am currently studying A Level / vocational courses in ... and am considered to a reliable and flexible individual.

I look forward to hearing from you, on this email address.

Yours sincerely