

## How to Connect with a Job Shadow Placement?

1. Choose a Job Shadow Placement that sparks your interest in a field that you would like to learn more about.  
Ex. Dentist
2. Google Local Dentist office, look on their website and find a phone number or email address.
3. Reach out and tell them what you are doing!

### Example Phone Call Script:

My name is \_\_\_\_\_, I am a junior at Chelmsford High School. My school runs a junior job shadow day that allows juniors to go to a company of interest during the school day to gain work experience. This year our Junior Job Shadow day is taking place on May 17th. I am a motivated junior and am excited for this opportunity to further explore my future career options.

### Example Email:

Hello,

My name is \_\_\_\_\_, I am a junior at Chelmsford High School. My school runs a junior job shadow day that allows juniors to go to a company of interest during the school day to gain career experience. This year our Junior Job Shadow day is taking place on May 17th and I am reaching out to you because your company is of interest to me. I am a motivated junior and am excited for this opportunity to further explore my future career options.

I hope that you will consider hosting me for my Junior Job Shadow day

Please see the link below for more information about Chelmsford High School's Junior Job Shadow. Here you will find program expectations for both the student and site.

If any further documentation is needed, please reach out to me and I will be happy to provide you with this information.

If you are looking for more information I have attached a link to our website and more information on the junior job shadow day below.

<https://chs.chelmsfordschools.org/about-chelmsford-high-school/career-center/school-to-careers/junior-job-shadow/>

I look forward to hearing back from you.

Sincerely,

Your name