**Student Introduction Email**

*About one week before the job shadow, students should send introductory emails, including their resumes, to their job shadow host employees. The basic email is an important part of the student taking responsibility for the job shadow and helps the employee get to know the student’s background. A sample email is below:*

Good Morning (employee name),

My name is (student name), and I am very excited to be job shadowing with (employer organization) next week. I look forward to learning more about you, your career, your organization, and the potential careers available in your industry. During our time together, I would like to conduct an informational interview and have already been working on the questions I will ask.

Please let me know if you have any questions.

Student Name