

Job Shadow Possibilities List & Communication Record

1. Using you career interests, create a list of possible places you could shadow.
2. Then research who you'll need to talk to and how best to reach that person.
Record this information.
3. Then reach out to that person using their contact information. Be professional and polite. Use the script found in your job shadow packet to guide your conversation. Record any information you gather.
4. This record is due at the *end of class* on November 3rd for B day classes and November 6th for A day classes.

Possible Location	Person to Speak With	Notes on Communication
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: You only have two classes to finalize your job shadow location, so please use your time wisely. You will likely need to take calls and send email replies outside of class time.