



## Gain Experience: Job Shadow

Through job shadowing, you can spend a day or two on the job with an expert. As an observer, you can see how the professional goes about their daily tasks to determine if the job is something that interests you. Job shadowing gives you the opportunity to meet professionals who do what you hope to. Ask questions, find out the challenges they face, and learn from their experience. You can also get started on networking (and find college references), especially if you think the career is the right one for you.

Consider the following as you prepare for your job shadow opportunity:

### DO YOUR RESEARCH

- ☐ Find people you want to shadow
  - Ask your parents, friends, peers if they know someone you can connect with.
  - Ask your professors for referrals and professional contact information in the field.
  - Connect with Clark College alumni and employers invested in your career exploration.
  - Utilize [LinkedIn](#) to identify potential contacts.
- ☐ Explore company website and determine if their goals and mission align with yours.
- ☐ Conduct *informational interviews* and learn first-hand about your chosen profession by asking questions about tasks, business environment, and educational background.
- ☐ Secure a job shadow opportunity

### BE PREPARED

- ☐ Create a [self-introduction or “elevator pitch” for networking](#)
- ☐ Update your [resume](#) & [cover letter](#) and provide it for the professional
- ☐ Select your professional outfit – attend the Clark College Career Clothing Closet event in Fall & Spring Quarter!
- ☐ Draft career related questions and conversation starters.
- ☐ Define your goals and learning outcomes before arriving to your site.

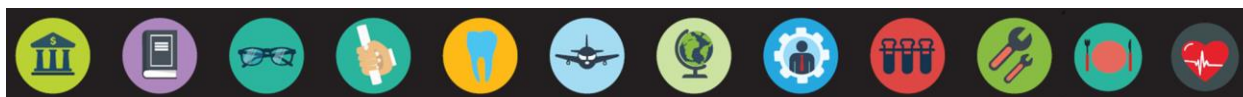
### FOCUS ON LEARNING

- ☐ While shadowing, keep an open mind about the job and industry.
- ☐ Look for the learning opportunities in every task.
- ☐ Take notes when being shown things you need to remember.
- ☐ Use this opportunity to learn what you want to do for your future career.
- ☐ Ask clarifying, insightful and situational questions, stay fully engaged and take the initiative.
- ☐ Learn industry terminology commonly used and add it to your resume.

**VISUALIZE** life after Clark College. Ask yourself these questions:

- ☐ What experiences and skills do I need to improve or develop in order to be successful in my chosen career?
- ☐ How can I apply what I am learning in class to my job shadow experience?
- ☐ What are some common duties and responsibilities related to my career that I can learn more about while shadowing a professional?

**Always keep in mind your overall career and life goals; this will help to guide your plan.**



## Initial Contact Sample Email

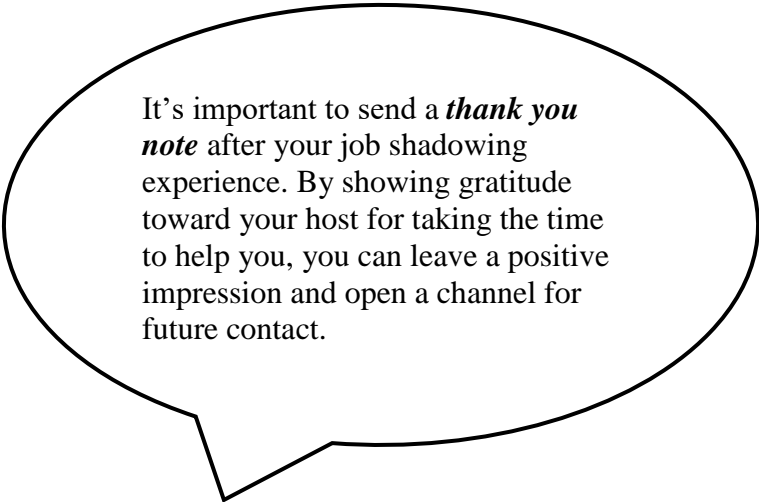
Dear [First Name],

My name is \_\_\_\_\_ and I am a student at Clark College. I am exploring career paths and would like to connect with you about \_\_\_\_\_. I am looking for opportunities to job shadow professionals and conduct informational interviews to better understand what it's like to be a \_\_\_\_\_. If you are willing and available, I would like to job shadow you or one of your colleagues. Please let me know when it is a good time to do so.

I understand you are busy and your time is valuable. To begin coordinating this exciting opportunity, please connect with me by email or phone at \_\_\_\_\_ or \_\_\_\_\_.

Thank you for your consideration.

Sincerely,  
[Your Name]



It's important to send a ***thank you note*** after your job shadowing experience. By showing gratitude toward your host for taking the time to help you, you can leave a positive impression and open a channel for future contact.

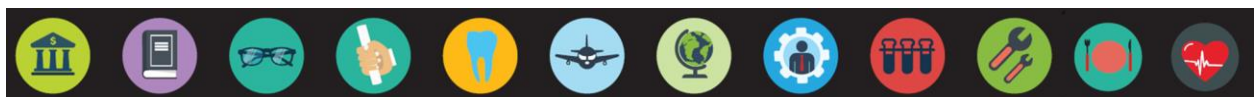
## Sample Thank you Note

[First Name],

Thank you for taking the time to serve as a job shadow mentor for me. It was a pleasure to learn more about \_\_\_\_\_ and the work you do. I particularly enjoyed \_\_\_\_\_. This experience reaffirmed my interest in \_\_\_\_\_ and I am excited to continue to learn more. Thank you, again, for your generosity in helping me explore my career path.

Sincerely,  
[Your Name]

## Contact Career Services for additional support!



Career Services | Penguin Union Building (PUB) 002 | 360-992-2902 | [careerservices@clark.edu](mailto:careerservices@clark.edu) | [www.clark.edu/careerservices](http://www.clark.edu/careerservices)