

STUDENT INTRODUCTION TO COMPANY

This can be used if the student is calling an employer to ask permission to shadow with their business.

Hello,

My name is _____. I am a (name of your program) student at the Franklin County Career and Technology Center.

My program is participating in a Student-Employer shadowing experience. I would like to know if (Company name) would be interested in participating in the shadowing project. Through the project I would be spending a day at your company shadowing one of your employees. I would be observing the day-to-day operations of your business, as well as learning about various characteristics and work-related decisions having to be made by my mentor.

The shadowing day will be _____. To get things started I will need:

Name of my mentor
Job Title

Prior to the shadowing date, I will need to obtain a signature from my mentor. I would like to make an appointment to meet my mentor and to have the necessary paper work completed.

If you need to get in contact with me, you may contact me at my home number _____ between the hours of _____ and _____. If you have any questions for the school, you may contact my instructor (Name) at 263-9033, (your instructor's extension number).

I look forward to spending the day at your company and thank you so much for giving me the opportunity to participate in this project.

Good bye.