**Facilitator Materials: Sample Job Shadow Email**

**Subject: Willing to host a high school student for a job shadow?**

Hello,

My name is [Insert name], and I’m a [Insert title and team]. I volunteer with a Johnson & Johnson initiative, Bridge to Employment (BTE), which focuses on preparing high school students for colleges and careers. Our local BTE program works with students from [insert BTE Secondary school] We are planning a job shadow activity for these students here at [Insert Local Operating Company] and are looking for volunteers to host these job shadows on [Date of job shadow].

Hosting would mean working with students for three hours, including a meal or snack break. Students will come with questions for you and seek to learn about your role in the company and how you obtained this role. Our goal is to have all [insert number of] students job shadow on [insert date of job shadow]. Please help us provide opportunities for each of our students.

Job shadows are part of a larger continuum of work-based learning opportunities that provide students with exposure and insight into real-world careers. These activities are valuable for students as they set and pursue education and training goals.

If you are willing to host a job shadow, or are interested in hearing more about them, please contact me. We are also holding an information session on [insert date of information session] and [place of information session]. I am always available to answer any questions—please let me know if you are interested!

Thank you,

[Email Signature]