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(DATE)

Dear Job Shadowing Student:

Job shadowing is an opportunity for an individual to observe and learn aspects about the world of work in the work setting. The experience permits the program participant to gain an understanding of a typical day for an employee and the skills necessary to complete the work required.

Please find below some questions, which are designed to help you in your experience. Do not clutter your experience with these questions, they are not meant to hinder the job shadow experience only meant to be helpful.

That information might include the following: 1) Job title, 2) Responsibilities, 3) Typical day, 4) What do you like most about your job? 5) Why did you select this type of work? 6) How much and what kind of education do you need for this job? 7) Are math, language, and speech important to your job? 8) Do you use a computer for your job? 9) What did you learn in school that helped you the most on the job? 10) What do you wish you had studied more in school?

Some Job Shadowing employers have suggested that the students have questions available, and some have opposed the students having a list of questions, because the student is tied to the questions instead of learning more about the career. Take a look at the questions and if the opportunity arises, feel free to ask any of the above questions or others that come to mind. I hope you enjoy your day exploring Atchison County business and industry.

Sincerely,

Tracy A. Cooper
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Guidance Counselor