
Kevin Moreland

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Asis, Robert

9999 Yellow Road
Huntington Beach, CA 92646

To Mr. Asis:

I am writing because I would like the opportunity to job shadow you as part of the requirements for my junior year CIBACS project. I am interested in pursuing computer programming, and I learned from my parents that you work in this field.

This project requires that I log a minimum of ten hours of job shadowing. I will also be required to take pictures of myself at the worksite and notes on what I have learned. I would appreciate learning any information you can provide about your career. Even better would be if I could take part in some of the daily activities at your company in order to get hands-on experience.

I am a hard worker, and I enjoy math, science, and app development. I've done some programming of my own over the past couple years, and I really enjoy it; however, I don't have any experience with what programming professionally is like. If you would allow me to job shadow you, I would gain this experience, and I would work hard to learn anything that you could teach me.

Thank you for taking the time to read my request for a job shadow. I look forward to meeting with you next Tuesday in person to further discuss this possible endeavor.

Sincerely,

Kevin Moreland
Edison High School Junior CIBACS Student

Enclosures: Resúme and Letter from Advising Teacher