

How to write professional emails to build connections and search for shadowing opportunities

****Do not copy and paste this email example. It is meant to be a general template to help you develop an introductory email. Make sure that you add in any necessary information and personalize the email. *This file is View only.*****

Initial Shadowing Request Email Sample

Subject line: VCU Student Interested in Shadowing Opportunities

Dear Dr. Last or Dear First Name Last Name,

I am a (year in school, i.e. junior) studying (major/program) at Virginia Commonwealth University. I have learned a lot from my academic experience and would now like to learn about (industry) from the perspective of (job title or job function i.e., Marketing Lead or marketing professional) **Add here why you're interested in this industry or job title.

I found your email through the [redacted] website (Or, alternatively, I was given your contact information by, [redacted]). I am in the process of seeking out opportunities for shadowing and informational interviewing in order to better understand what it is like to be a [redacted].

If you are willing and your site allows students to shadow, I would welcome an opportunity to observe you work. I would also value the opportunity to have a short conversation over coffee or tea (my treat!) to hear more about your experiences and to get your advice on how to prepare for a career in [redacted] (Or, alternatively, a career as [redacted]). Attached you will find my resume in case you'd like to review my prior experiences and activities. **attach your resume to the email

Please let me know if you are able to accept a student shadow at this time. Thank you for your time and consideration.

Sincerely/Kind Regards/Best,
Your name

**** What to do if the answer is “No.”**

Chances are, you will probably get turned down several times before someone finally says yes. Do not get discouraged—this is a normal part of the process. There are ways to leverage a “no” into other opportunities.

Consider using this email template to try and expand your network or to line up an opportunity for an informational interview. As a general rule, it is always a good idea to thank a professional for responding, even if you don’t get the answer you were hoping for. This keeps the relationship going, which might open up other opportunities down the line.

Dear Dr. Last Name or (if not a Dr. use) Dear First Name Last Name,

Thank you for taking the time to respond to my email. I understand that it is not possible to shadow you at this time, but I appreciate that you followed up with me about my request.

I would still welcome the opportunity to talk with you about your experiences as a _____ if that is possible. I also wanted to ask if you would be willing to put me in touch with a colleague or two that might be willing and available to shadow.

Thank you again for all of your help.

Sincerely/Kind Regards/Best,
Your name