



CAREER CENTER
IN THE MUNGO EXCHANGE

Job Shadowing Guide

Job shadowing is a valuable opportunity that involves **following a professional in their workplace for a short period of time**. It may include attending meetings, participating in projects, touring facilities, or asking questions through interviews. Unlike an internship, job shadowing is **typically unpaid and is a short-term arrangement, ranging from a few hours to a full workweek**. The goal of a job shadow is to provide a structured learning opportunity that **allows individuals to explore different careers and industries**.

The Value of Job Shadowing

- Job shadowing can help **provide career clarity** and determine if a specific career path is a good fit for you.
- You'll get **real-world exposure** by observing a variety of responsibilities and work settings.
- You'll **gain insight into the knowledge and skills necessary** to succeed in a specific field of work.
- Job shadowing **helps you build lasting professional connections** through networking.
- It gives you the chance to **“try out” and reflect on fields of work** without a long-term commitment.

Questions Before Seeking a Job Shadowing Opportunity

- What career fields or jobs interest me?
- What do I hope to learn about the company or field (**e.g., life/work balance, day-to-day life, workplace culture**)?
- Am I more interested in the **job itself, the work environment, or the company culture**?
- What type of company or setting best matches the career I'm interested in exploring (**e.g., large corporation, nonprofit, clinic, startup**)?
- Who can help me identify the right job shadow opportunity (**e.g., career counselor, academic advisor, professor, alums, etc**)?



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How to Find an Opportunity

1. **Make a List:** Identify 3-5 people you could potentially connect with in industries of interest. They can be friends, family, faculty, alumni, or professional associates.
2. **Utilize Your Network:** Reach out to family, friends, professors, alums, and the Wofford College Career Center staff to see if they know anyone in your desired field.
3. **Search Online:** Use networking platforms like LinkedIn to find professionals with your desired job title in nearby locations or in fields that spark your curiosity.
4. **Prepare Your Initial Ask:** Write a concise, polite request for a shadow opportunity that clearly outlines your interest and details what you are looking for.

Preparing for your Experience

- Confirm your schedule, including start and end times.
- Research the company and the role.
- Prepare a brief introduction and a list of questions about the company, role, and field.
- Keep a journal to track observations over time.

Starting off right

- Arrive early and dress appropriately.
- Be polite, professional, and engaged.
- Build rapport with staff and ask about different roles.
- Take notes on what you observe and any questions that arise.

See page 4 for sample job shadow request emails



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After Your Job Shadow Experience

- Connect with your supervisor on LinkedIn.
- **Reflect:** Did this experience align with your career goals?
- Add the experience to your resume under “**Relevant Experience**” or “**Job Shadowing**”.
- Example role titles:
 - Job Shadowing Participant
 - Shadowing Experience
 - Professional Observation

Resume Section Example:

United Way of the Piedmont – Spartanburg, SC

Job Shadowing Participant, Community Programs | Spring 2025

- Shadowed the Community Programs Coordinator, gaining firsthand experience in volunteer coordination, event planning, and community outreach.
- Observed strategic approaches to fostering partnerships and increasing community engagement.
- Developed a deeper understanding of how nonprofit initiatives address local community needs and mobilize resources effectively.

Making the Most of It

- Set learning goals and reflect on them throughout the experience.
- Observe **both technical and soft skills**.
- Ask for feedback if appropriate.
- Try to **explore multiple roles or departments** for a well-rounded view.

Gratitude & Staying in Touch

- Send a handwritten thank you within **24 hours of your last day** to anyone who supported your visit. If not possible, send a thoughtful thank-you email.
- **Reference a highlight or your biggest takeaway** from the job shadow.
- Update your contact on your progress post-shadow and **stay in touch** with occasional check-ins or updates.



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Sample Job Shadow Request Email (Known Contact)

Subject: Request for Job Shadow Opportunity

Dear [Contact's Name],

Thank you again for sharing information with me about your professional journey. I loved learning about your current role and the unexpected doors that opened at key moments in your life. After hearing your story, I am even more interested in a career in [field or industry] and would appreciate learning more about your work at [Company Name]. I believe I could gain helpful insight into what a typical day of work looks like. Would you be open to letting me shadow you for ___ hours in [date/timeline]?

If you are open to this or know someone who is, please feel free to suggest a time that works best for us to chat further. I am grateful for the investment you have already made in my professional growth, and I look forward to hearing back from you.

Best,
[Your name]

Sample Job Shadow Request Email (Unknown Contact)

Subject: Request for Job Shadow Opportunity

Dear [Contact's Name],

I found your contact information on the [Company Name] website. I am a [school year] at Wofford College in Spartanburg, South Carolina. I am pursuing a degree in [major] with a strong interest in [field or industry]. I would love to job-shadow you or someone on your team for a few hours this [date/timeline] to learn firsthand about your day-to-day work. If you are open to this or know someone who is, please feel free to suggest a time that works best for us to chat further.

Thank you for considering my request. I will follow up with a phone call if I haven't heard from you by [date].

With appreciation,
[Your Name]