

WBL Job Shadowing Essay Outline



Cover Page: Please format a COVER PAGE for this assignment:

12 Lines From the top (Centered)

16 point font (Times New Roman or Calibri)

Student First and Last Name
Work Based Learning Job Shadow Day
Job Shadow Location: _____

Reflection: Students should use this outline format to document the job shadowing experience. Use the following questions as a guide to describe the experience (Mandatory questions are in **BOLD**) but you may also include additional information.

Directions: Type a two page essay, double spaced, 12 point font with 1 inch margins.

INTRODUCTION

- **Where and when did you job shadow?** Where is the business located?
- **How did you arrange the placement?** Referral? Family Friend? Cold Call?
- What type of work is done there?
- **Which employees did you observe, talk with or shadow? What do they do?**
- Why did you choose to job shadow at this particular business or location?

WORK ENVIRONMENT

- Is this a small or large operation?
- **Is this a family business, single owner or a branch of a large corporation?**
- How are jobs assigned? Do the employees work alone or in teams?
- **What are the people like who work there?**
- Is there diversity-such as people of different ethnic backgrounds, ages, and men/women working at the company?
- **What educational backgrounds or training do the employees have?**
- **Do you like this type of environment? Why? Why not?**

JOB SHADOWING DAY

- What time does the workday start and finish?
- Were there breaks during the day? Are breaks taken at assigned times?
- **What did you observe? What did you do first, next, and so on?**
- **Were you familiar with the equipment and the tasks you observed?**

CONCLUSION

- **What did you learn from this job shadowing experience?**
- **Was it what you expected? Why? Why not?**
- **Would you like to work in a similar place/career field? Why? Why not?**
- What type of training would you need for this type of work?

- Tell where such training is available and how to get it?
- Would you recommend this business/location to another student for a job shadowing? Why? **Why** not?

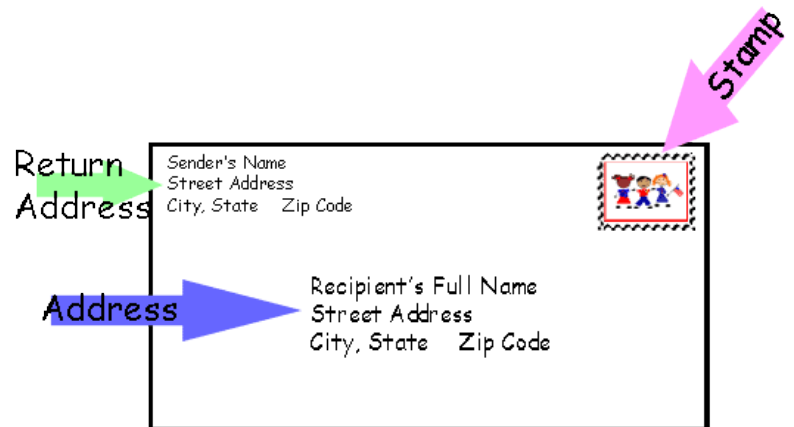


THANK YOU CARDS – Paying attention to details...

1. Purchase a thank you card that is appropriate for a business setting
2. Write a thank you note to the person that you shadowed
3. Place Thank you note inside envelope – **DO NOT SEAL the envelope**
4. Address the Thank You Envelope and stamp it – **DO NOT SEAL THE ENVELOPE**
 - a. Put your home address as the sender
 - b. Put the Business Address of the Person you Shadowed:
 - i. If you were mailing ME the card, it would look like this:

Cartersville High School
Attn: Ms. Shannon Boyer
320 East Church Street
Cartersville, GA 30120

Addressing an Envelope:



Content:

1. Greeting. Don't forget to make sure you're using the correct form and spelling of the person's name, as well as anyone else's mentioned in the note.
2. Express your thanks. Begin with the two most important words: **Thank you.**
3. Add specific details. ... **I really enjoyed it when I got to....**
4. Look ahead. ... **I can't wait to get to college and pursue a career in this industry... or, You were very helpful in me making a decision on the career I want to pursue...**
5. Restate your thanks. ...
6. End with your regards. **Sincerely,**

WHY:

1. **What reflects on YOU?** How you write... (Is it neat?); Poor grammar or spelling; using slang or text message spellings of words, not addressing the person properly (Mr., Mrs., Miss., Ms., Dr.), not using PEN, addressing the envelope incorrectly.
2. **Not paying attention to details can reflect poorly on you.** It is almost as bad as not sending a thank you letter at all.