

UIS Career Development Center

Job Shadowing Request Guidelines

- 1) Introduce yourself and your objective for the request**
- 2) Describe your background, career and educational goals, and why you are interested in the recipient of the request**
- 3) Let the recipient know how they can help you meet your career goals**
- 4) Suggest meeting times, locations, and the next contact to follow up with the request**

-----Stephanie Harper-----

715 North 18th Street Springfield, IL 62705 (217) 277-8809 shapppsg@uis.edu

October 31, 2007

Mr. Fredrick Michellini
Director of Marketing
YURM Marketing and Communications
Auburn, IL 64455

Dear Mr. Michellini,

I am currently researching positions in the field of marketing and communications and Dr. James Seymore from the University of Illinois at Springfield suggested that you would be an excellent individual to job shadow. It would greatly interest me becoming more knowledgeable in this progressive field. I would also like to learn more about the types of careers available in this field, the skills required for them, and the career path that you have taken. Observing your daily tasks and responsibilities would extremely benefit my career vision by providing me a glimpse in to what a Director of Marketing is involved with.

I hope that you will be able to find time for me to meet with you before the end of November. I will contact you the week of November 10, 2007 to set up an appointment to discuss specifics and length of the shadow. If you have any questions, please contact me by phone at (217) 277-8809 or by e-mail at shapppsg@uis.edu. I appreciate your time in considering my request and I look forward to meeting and learning about you and your position.

Sincerely,

Stephanie Harper

