

Job Shadow Program

Program Overview - VIRTUAL in 2020-21!

The **2020-21 Purposeful Work Job Shadow Program** is an opportunity for you to connect with a Bates alum or parent for a **VIRTUAL experience** to learn about professional career options, personal perspectives, and how others have navigated pathways toward purposeful work. Job Shadows are open to students of all four years and do not require any previous work experience. Matches are made based on the level of interest and the impact the experience will have on your career exploration. After being matched with a sponsor, students will arrange their virtual job shadow for anytime between November and May. Virtual Job Shadows will be designed to last anywhere between two hours and two days.

Search and Explore in October

- ✓ Students may log on to [Handshake](#) to view and apply for job shadows between Oct 1-28
- ✓ Many opportunities are available. Explore all of the options for the best fit for you in [Handshake](#):
 - Under Jobs, search "**PW Job Shadow**" or search by label "**job shadow 2020/21**"
 - View the full list of job shadows being offered within our Job Shadow Index organized by industry at bates.edu/purposeful-work/job-shadow
 - Use the full list of job shadows to identify a specific industry or employer name. Then type that industry or employer name into [Handshake](#).
- ✓ **Students may apply for up to three job shadows.** *Please note that if you are matched with several job shadows, you are expected to complete all of them.*
- ✓ If you would like to **rank your preferences**, email your rankings to jobshadow@bates.edu by October 28.

Prepare to Apply by October 28 at midnight

- ✓ **Resume:** Your resume must be reviewed by Bates Center for Purposeful Work to apply for the Purposeful Work Job Shadow Program; email your resume to PurposefulWork@Bates.edu. Once reviewed, a label will appear on your Handshake account "**Resume Reviewed 2020/21**"
- ✓ **Statement of Interest:** Conduct thorough research on the sponsor's organization and role in order to develop a tailored and compelling statement that demonstrates your genuine interest. See page two of this guide for a sample Statement of Interest.

Receive your Match in November

- ✓ In November your sponsor and the Bates Center for Purposeful Work will review the applications received.
- ✓ All applicants will be notified of their matching status
- ✓ If a match is made, we will invite you to a required Job Shadow Orientation where you will learn more about your sponsor match(es) and next steps.

Daily Drop-in Hours: Email PurposefulWork@Bates.edu by 3pm for a response by 4:30pm any weekday

bates.edu/purposeful-work/job-shadow | 146 Wood Street | 207-786-6232

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How to Write a Statement of Interest

A statement of interest for a job shadow should succinctly communicate your interest in the opportunity. Your statement should demonstrate that you have read and thoroughly understand what to expect during your job shadow. Ideally, the statement will address (1) your interest in the field/industry/employer, (2) how the shadow will help your career exploration process, and (3) demonstrate your understanding of the virtual nature of the connection.

In three short paragraphs (250-word limit), please answer the following questions:

1. What about your background, including your academic preparation and interests, make you a good match for this job shadow?
2. How will this job shadow benefit your career exploration?
3. How will you arrange the virtual logistics of your job shadow? Although the specific date(s) will be arranged in coordination with your job shadow sponsor, it is helpful to think ahead about the details of your experience.

Consider your audience: Job shadow applications are reviewed by the staff in the Center for Purposeful Work. Occasionally, resumes and applications will be shared with the alumni or parent sponsor.

SAMPLE JOB SHADOW STATEMENT OF INTEREST

Jessica Bates '21
Statement of Interest for job shadow at Ben & Jerry's

Always include your name, class year, and the name of the organization that is hosting the job shadow.

For me, purposeful work involves giving back to communities in real, substantial ways. During my time at Bates, I have worked on our newspaper, The Bates Student, and have also worked as a web editor and graphic designer for a local non-profit as well as several campus clubs. This year, in my role as a Residence Counselor, I have worked to foster community amongst students, during a time when creating connections has been difficult but more important than ever. As a result of these experiences, I have cultivated strong communication skills and have learned to be flexible and adaptable when dealing with challenges.

After college, I hope to continue doing this with other people who are similarly motivated by ingenuity and persistence. With a job shadow experience at Ben & Jerry's, I will gain valuable real-world knowledge that will assist me when choosing career options after college. I will also get to meet people who have been successful in such a competitive field as marketing communications, and acquire insight into how to spend my last year at Bates to better prepare myself for entering the workforce.

Given that the job shadow program will be virtual this year, I'm excited to connect with the job shadow sponsor in new ways such as Zoom or another video technology. I'm very interested in a conversation about identity, a virtual tour of Ben & Jerry's, and even a collaborative assignment. My course schedule varies in each semester/module, but I'll gladly make myself available during free blocks. Additionally, during the Winter Break (Dec 8 – Jan 12) I'm available for longer periods of time, if a day-long shadow is available.