

Job Shadow Program

Program Overview for 2023-24

The **2023-24 Purposeful Work Job Shadow Program** is an opportunity for you to connect with a Bates alum or parent 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 job shadow for anytime between mid-December and May. 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 - Nov 29
- ✓ 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 2023/24"
 - 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 November 29.

Prepare to Apply by November 29th at 11:59pm

- ✓ **Resume:** Your resume must be reviewed by Bates Center for Purposeful Work to apply for the Purposeful Work Job Shadow Program. Once reviewed, a label will appear on your Handshake account "**Resume Reviewed 2023/24**"
- ✓ **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 by mid-December/early-January

- ✓ In December 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 Meeting where you will learn more about your sponsor match(es) and next steps.

Purposeful Work Drop-in Hours

Monday - Friday, 1-3pm
Sunday - Wednesday 7-9pm
Chase Hall, First Floor



Job Shadow Program

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 possible formats of the shadow.

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 logistics of your job shadow? Although the specific date(s), location, and format will be arranged with your job shadow sponsor, it is helpful to think ahead about your experience. See example below.

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 '24

Statement of Interest for job shadow at Hubspot

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

For me, purposeful work involves building connections and engaging my community in meaningful ways. During my time at Bates, I have worked as a event planner and graphic designer for several campus clubs. This year, in my role as a Residence Counselor, I have worked to foster community and offer guidance to first-year students. As a result of these experiences, I have cultivated strong communication skills and have learned to be flexible and creative when dealing with challenges.

After college, I hope to build upon my writing and communication skills. Through a job shadow at Hubspot 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 marketing and communications, and hope to acquire insight into how to prepare myself for entering the workforce.

Given that this job shadow could be in-person or virtual, I'm excited to connect with the job shadow sponsor to discuss the best format and timing. If an in-person meeting is possible, I'll be able to travel to Boston during the winter break (Dec. 20 - Jan. 10) or February break (Feb. 18 - 26). Alternatively, if zoom is the preferred format, my schedule is flexible on Tuesdays and Thursdays during the second semester.