

# 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

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.

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