



junior

JOB SHADOW

Westford Academy

OVERVIEW



What is it?

An opportunity for juniors to follow an employee at their workplace to learn more about a particular occupation or industry.

When is it?

Tuesday, May 21

Who is it for?

It's mandatory for all juniors.

- If you don't have a site, you will participate in post-secondary / career activities onsite at WA.

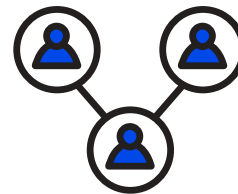
Job Shadow

PURPOSE



EXPLORATION

Helps you explore different career paths and/or majors for college.



CONNECTIONS

Helps you make connections for your Senior Capstone, summer work, etc.



APPLICATION

Connects what you are learning in school to jobs/careers in the real world.

STEPS TO FOLLOW

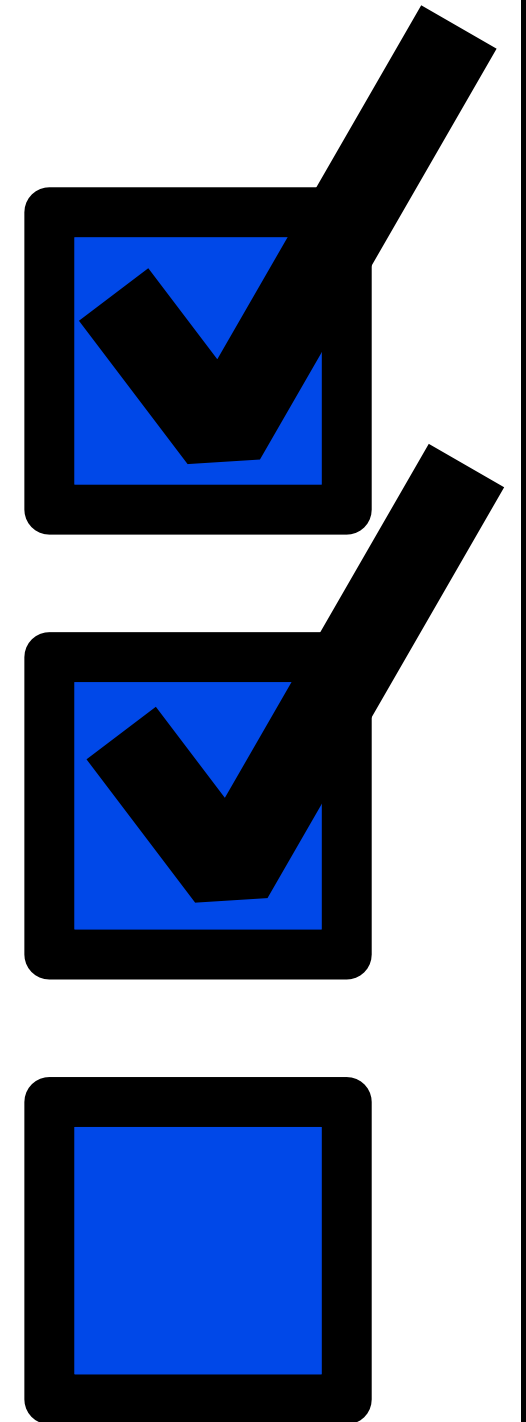
Research & Explore Interests

Begin thinking about what type of experience you want? Business? Education? Medicine? Trades? Etc!

Contact Employers and Secure Job Shadow Site

Students are responsible for contacting a potential job shadow site to arrange their job shadow experience. Reach out via phone or email. Who will be your site mentor?

Prepare for Day of Job Shadow



EXPLORE INTERESTS

Not sure where to start? Here are some helpful ideas on how to get started!

01

Career Survey in SCOIR

Career assessment surveys help you find careers that fit your interests

02

Network, network, network!

Talk to family, parents of friends, and neighbors about their careers

03

School Counselor

Talk to your school counselor about your ideas

CONTACT PROSPECTIVE COMPANIES

- Contact a connection at the company via phone or email
- Explain what Job Shadow Day is & why you're doing it
- Include a link to the job shadow website if they would like to learn more
- Be Professional!



OUTREACH

example

Introduce yourself

Explain why you are reaching out

Explain what job shadow is

Offer to have a conversation

Dear Mr. Kelly,

I hope this email finds you well today. My name is Charlie Knowles and I am currently a junior at Westford Academy. Our high school has a School to Careers program that's designed to help us learn about potential careers to make more informed decisions about our future. As part of this program, we are supposed to conduct a job shadow at a workplace to learn more about a particular occupation or industry.

I am reaching out to you today to express my interest in conducting my Junior Job Shadow at your company, Red Hat. One career I am interested in learning more about is computer science as I have enjoyed some of my computer science elective courses.

If you would like to learn more about Junior Job Shadow day, more information can be found [here](#). Please note that the Junior Job Shadow day will take place on Tuesday, May 21, 2024.

I would be happy to speak more with you about this opportunity and tell you a little more about me.

I look forward to hearing back from you.

Sincerely,

Charlie Knowles
(insert email)
(insert phone number)

YOU GOT A SITE! NOW WHAT?



- You need your job shadow site mentor's name, email, phone number, and address of job site
 - Make sure this information is accurate
 - Site mentor will receive a copy of your job shadow agreement form
- Fill out the Google Job Shadow Form accessible on:
 - Class of 2025 Google Classroom
 - School to Careers website – under the Junior Job Shadow tab
 - Make sure to log in with your Westford Google account

If I don't get a site... what happens?

- If you don't get a site, you'll have an in-house experience at Westford Academy regarding career exploration and interests





Junior Job Shadow



What is Junior Job Shadow Day?

Junior Job Shadow is a structured career exploration activity where a student follows an employee at their workplace to learn more about a particular occupation or industry. The purpose of job shadowing is to help students explore a range of career options. For this to be a meaningful experience, a student should shadow someone who works in a career that is of potential interest to that student.

Job shadowing helps students accomplish the following goals:

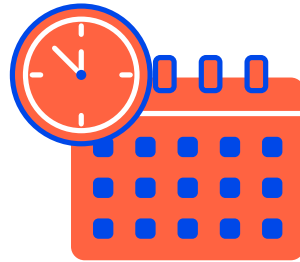
- Gain information about possible future career interests
- Observe the daily routine of their site mentor
- Observe the system of the mentor's company or business
- Gain insight on the academic, technical and personal skills required by a particular occupation
- Gain an understanding of the connection between school and work
- Gain information to assist students in goal setting and education planning.

Information for Students

[Junior Job Shadow Agreement Form](#) (Due Friday, April 5 at 2 PM) for the Junior Class of 2025



Preparing for your job shadow



Schedule an arrival &
departure time
(4hrs minimum)



You must provide your
own transportation



Dress
Professionally



Research the company
online before your job
shadow

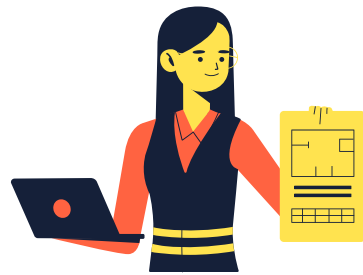


Arrive with questions
you have regarding
your site mentor's job



Be respectful and
polite to everyone you
meet

WHAT TO BRING FOR JOB SHADOW



Job Shadow Expectations Sheet

This sheet highlights what you would like to learn during your job shadow



Questions for your Site Mentor

Bring a copy of the site mentor interview worksheet. This will help guide you with asking questions about their career path and current job



Resume

Bring a resume that reflects your achievements and activities



Lunch

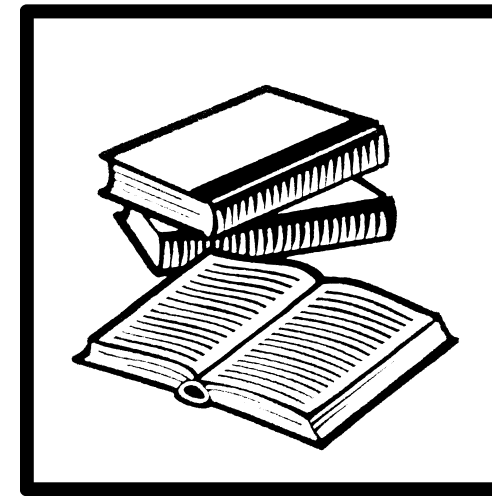
Find out from your site mentor if this is required or if they'll provide you lunch.

You can bring your cell phone, but keep it on silent and out of sight

CONTENT OF RESUME – WHAT TO ADD?



Extracurriculars
Activities
& Hobbies



Academic
Enrichment

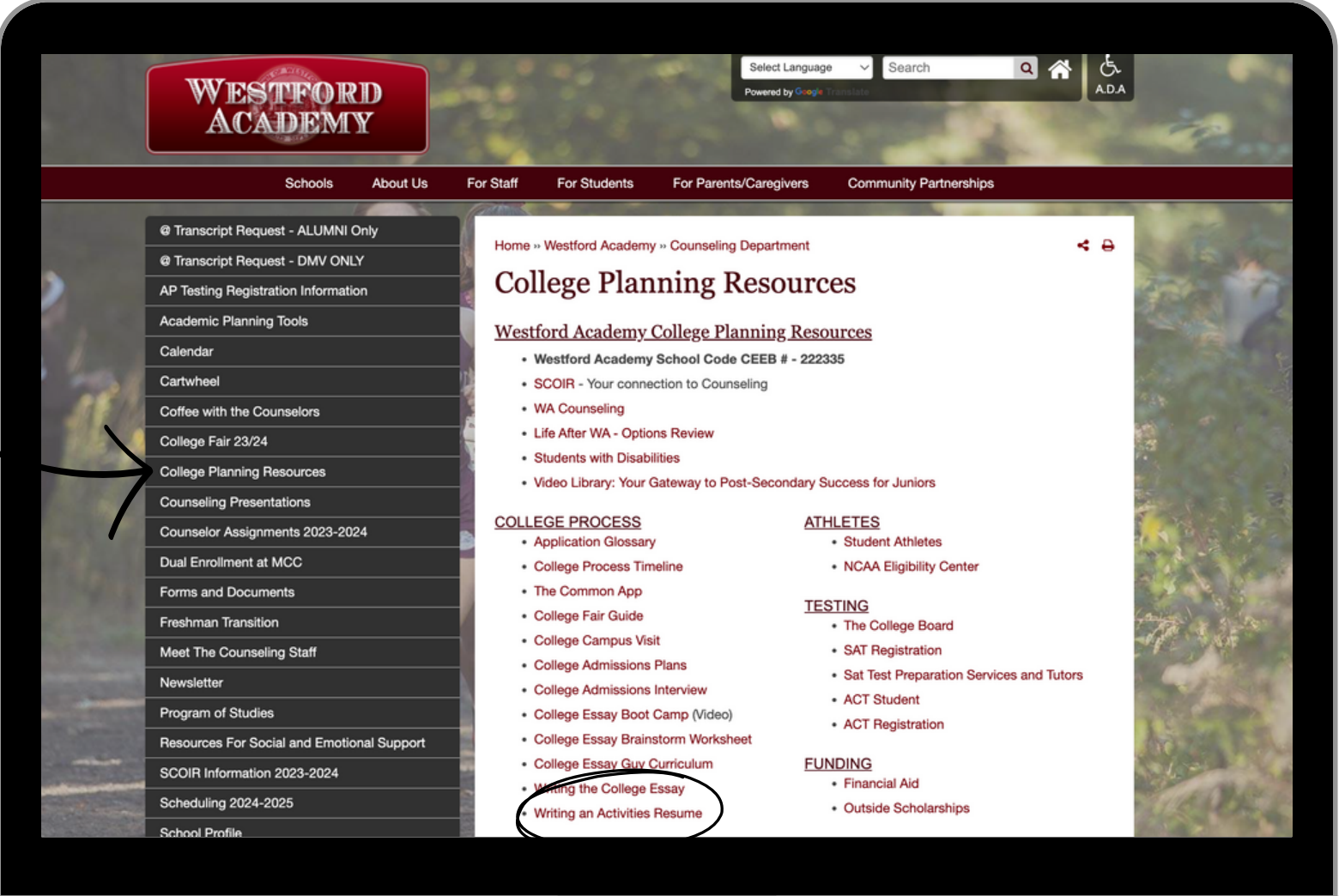


Community
Service



Work / Internship
Experience

ACTIVITIES TEMPLATE



Student Name _____
DOB _____
_____ High School

Extracurricular Activities	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	Positions/Honors
Diversity Club	9,10,11,12	2/40	President 12
Yearbook	12	5/40	Section Editor
Peer Education	11,12	2/20	Selected to mentor 9 th and 5 th grade students in Braintree schools
Camp Anytown	Summer 2001	1 week full time	Diversity Camp

Honors and Awards	School Years	Honors/Description
Principal's Award	11	Math, English
Principal's Award	10	Math, History, English, Science
High Honors	10, 11	

Community Service	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	Description
Sunday School Teacher	12	2/52	Pre-kindergarten class
Serve-a-thon	11,12	9/1 day	Serve the Boston community to beautify schools
City Year for Kids	11,12	35/1	Mentoring program for 2 nd grade intercity children
Walk for Hunger	9,10	5/1 day	

Employment	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	Positions/Description
Dunkin' Donuts	10	9/12	Cashier
Honeydew Donuts	12	8/12	Cashier
Nanny	Summer 9, 10, 11	25/10	

Sports	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	
Varsity Soccer	11,12	5/20	
Varsity Basketball	10,11,12	5/20	

RESUME TEMPLATE

Enter Your Full Name

123 Street
City, ST Zip Code
(555) 555-5555

Email address you check the most

(Delete any sections not applicable to your experience)

Education

Westford Academy, 2015-present

(List other high schools attended and dates of attendance)

Honors and Awards

Name of Award, School year or Grade

Name of Award, School year or Grade

Activities/Athletics

Name of Sport (Indicate organization if outside school) (Grades played)

- List Levels Played, Grade
- List Titles for Leadership Position, (i.e. Captain, Co-Captain) Grade

Dance or Theater Group (Studio Name) ((Grades participated)

- List roles performed in specific shows, Grade
- List Activity participated in (i.e teaching, fundraising) Grades

Martial Arts or Other Outside Organization (Grades participated)

- Description of Activity, (if work with youth, indicate ages)

School Club Name (Grades participated)

- Achievement, Grade
- Achievement or Office held, Grades

Community Service

Name of Community Group, Grades

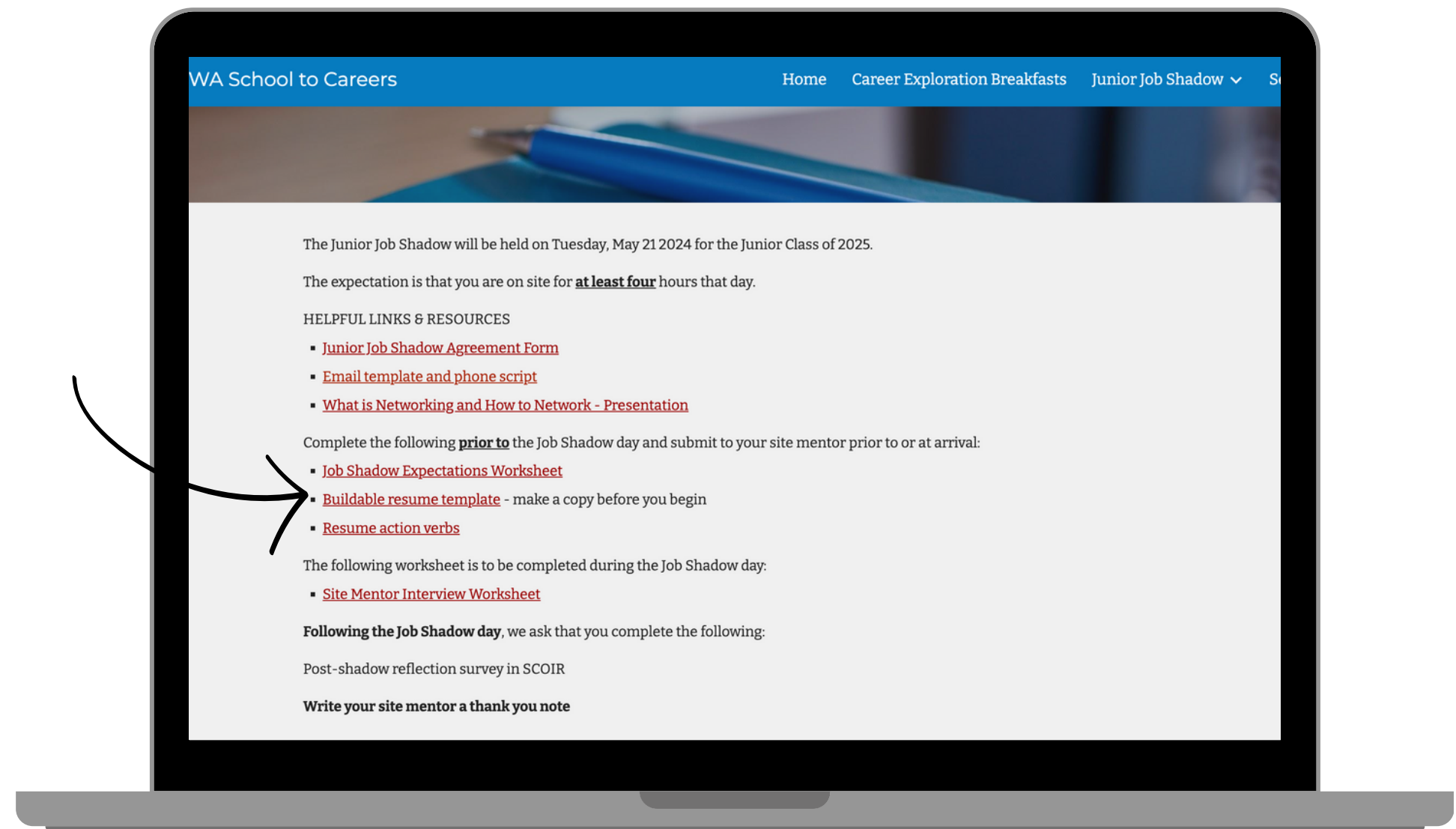
- Any office positions held
- Description of Activity

Other Educational Experiences

List Job Shadow or other events, Grade

Jobs/Employment

Name of Company (Date begin-present)



SCOIR RESUME TEMPLATE

First Name Last Name

Personal Statement

Say something nice about yourself.

Personal Details

Address: 30 Patten Road, Westford, MA 01810

Mobile Phone Number: Not Specified

Home Phone Number:

Email: samdemagis@gmail.com

Date of Birth: January 20, 2005

Academic Overview

Grade Point Average: Weighted 3.5000

Activities & Achievements

Work Experience

Swim Instructor

Junior, Senior - 10 hours per week, 52 weeks per year

Offer swimming instruction for infants through age twelve. Provide parents with children progress reports. Create tailored lesson plans for swim instruction. Help swimmers develop proper skills and techniques. Provide students with positive reinforcement.

Athletics

Track & Field


Freshman, Sophomore, Junior, Senior - 15 hours per week, 12 weeks per year

SCOIR

Search all across Scoir

HomeDiscoverMy CollegesMessagesMe

Apply with Scoir



Samantha DeMagistris

Personal Details

Academic Overview

Personal Bio

Activities & Achievements

College Preferences

Careers

My Drive

Samantha DeMagistris

30 Patten Road
Westford, MA 01810

—

—

Jan 20, 2005

Legal Sex: Female

Gender: Not specified

Race: Not specified

Ethnicity: Not Specified

Citizenship: Not specified

Parents

[+ Invite a Parent](#)

I will be a first-generation college student.

☐ Yes

☐ No

You are a first-generation student if neither parent or guardian has received a 4-year college degree.

Account

[+ Add Alternate Email](#)

samdemagis@gmail.com

(Primary)

Application ID

Common App ID: —

Download Resume

WHAT TO WEAR

Business Casual

Casual slacks, skirts, collared shirts, blouses or sweaters, nice shoes



No sneakers, sandals, hats or shorts



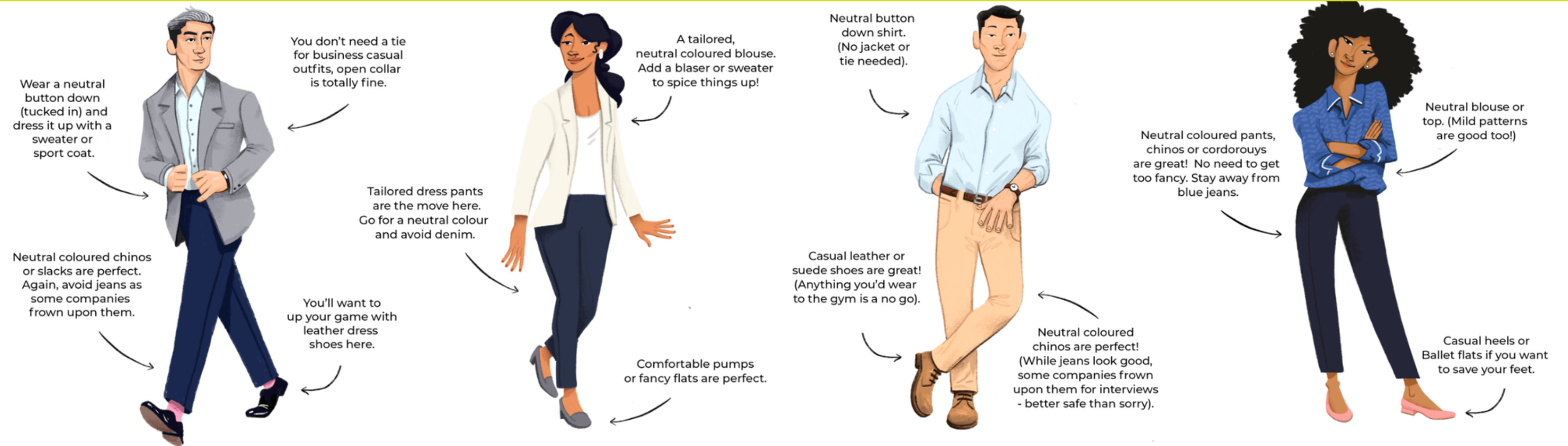
No midriffs or tank tops



Not sure? It's OKAY to contact your site mentor
to ask about the dress code!



EXAMPLES OF WHAT TO WEAR





QUESTIONS TO ASK YOUR SITE MENTOR

These questions should be tailored based on your research

- What does a typical day look like for you?
- What education did you need to do this job?
- What do you like most and least about your job?
- What advice would you give someone my age that is exploring potential careers?
- What skills are required to fulfill your role?





AFTER YOU LEAVE JOB SHADOW



Say Thank You

Write your site mentor a thank you note via email or through the mail



Fill out the Post Job Shadow Reflection

Located in SCOIR under 'Surveys'



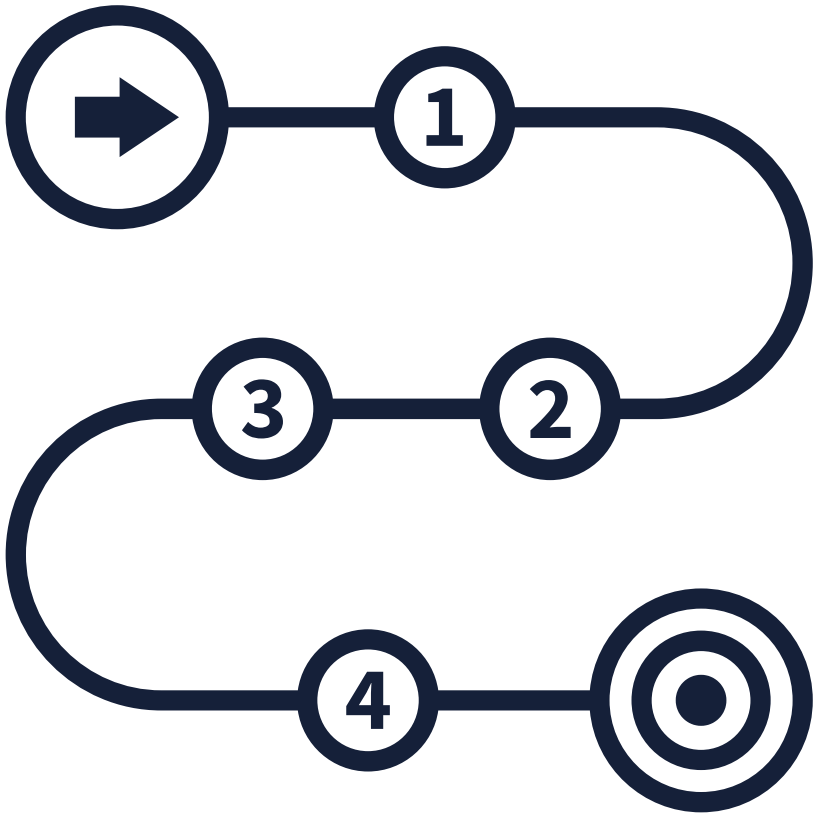
Keep in Touch

If you made a good a connection, make an effort to keep in touch with your site mentor via email, phone or mail.

TIMELINE

What to Expect & When

What	When
Advisory Presentation	3/6
Drop-in hours	3/12, 3/19, 3/26, 4/2
Site Selection Due	4/5
Job Shadow Day	5/21
Shadow Reflection Due	Post-Job Shadow



QUESTIONS?

*Please reach out to
Mrs. DeMagistris*

