

### **Shadowing Request E-mail Template:**

The following template is designed to help you compose an email to request an opportunity to shadow and/or conduct an informational interview. Where there are blanks, fill in the appropriate information that is specific to the person you are contacting.

Feel free to personalize the language but keep it professional.

Read over the text once before you send the e-mail to make sure that there are not any typos and that you have not left in any text from the template that should not be included.

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Dear Dr./Ms./Mr. \_\_\_\_\_:

My name is \_\_\_\_\_, and I am currently a [year in school] at the University of Houston. I am in the process of exploring careers in healthcare and I am very interested in the field of (e.g., dentistry, occupational therapy, pediatric oncology, etc.) \_\_\_\_\_.

I am in the process of seeking out opportunities for shadowing and informational interviewing to better understand what it is like to be a \_\_\_\_\_. I found your e-mail through the \_\_\_\_\_ website (Or, alternatively, I was given your contact information by your colleague, \_\_\_\_\_).

If you are willing and your hospital/clinic/office allows students to shadow, I would welcome an opportunity to observe you work. I would also value the opportunity to have a short conversation over coffee or tea (my treat!) to hear more about your experiences and to get your advice on how to prepare for a career in \_\_\_\_\_.

I realize that you are busy and that your time is valuable. If you have any questions or concerns, you can reach me by e-mail or phone (###-###-####).

Thank you for your help.

Kind Regards,

\_\_\_\_\_

**If the answer is “No”:**

Chances are, you will probably get turned down several times before someone says yes. Do not get discouraged—this is a normal part of the process. There are ways to leverage a “no” into other opportunities. Consider using this email template to try expanding your network or to line up an opportunity for an informational interview. As a rule, it is always a good idea to thank a professional for responding, even if you do not get the answer you were hoping for. This keeps the relationship going, which might open other opportunities down the line.

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Dear Dr./Mr./Ms. \_\_\_\_\_,

Thank you for taking the time to respond to my e-mail. I understand that it is not possible to shadow with you at this time, but I appreciate that you followed up with me about my request.

I would still welcome the opportunity to talk with you about your experiences as a \_\_\_\_\_ if that is possible. I also wanted to ask if you would be willing to put me in touch with a colleague that might be willing and available to shadow.

Thank you again for your help.

Kind Regards,

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