**Your Address**   
Hatfield, CA 08065  
(909) 555-5555  
[george.gillhooley@email.com](mailto:george.gillhooley@email.com)

Date

Dear Office Manager/\_\_\_\_\_\_\_\_\_,

I am a senior at Cary High School in the Medical Science 2, Honors course. As part of this program, we are required to complete a 10-20- hour job shadowing experience with a mentor at a clinical site of our choice.

My interest is specifically in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am very hopeful that you will allow me to do this shadowing with you, at your facility. This is strictly an observation experience; however, I am trained in HIPAA, infection control, fire safety, CPR and First Aid. Also, we have liability insurance through Wake County schools.

We are planning to begin our clinical experience in late March, approximately 3 days per week, from 1pm-2:30, although we have flexibility based on our mentor’s availability.

I have attached a resume for your review and would welcome the opportunity to discuss this with you further at your earliest convenience.

I can be reached anytime via email at \_\_\_\_\_\_\_\_@email.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this wonderful opportunity.

Sincerely,

FirstName LastName