



Dear Southfield City Centre Company,

This letter is to invite your company or an individual in your company to participate in “**Job Shadow Impact 2014.**” The Southfield Public Schools’ Partnership Council is teaming up with [Southfield City Centre Area](#) to introduce [Southfield Public School](#) sophomores, juniors and seniors to the workplace. As the home to a wonderful array of dynamic companies, the [Southfield City Centre Area](#) is the perfect setting to host **Job Shadow Impact 2014.**

**How can you take part in motivating a young person into your career path?** Agree to take 1-5 students on **April 23, 2014 from 9 – 11 am at Job Shadow Impact 2014!**

**What is job-shadowing?** Enabling a student to explore prospective professions by observing a professional on the job; it’s one thing to read about a career but nothing beats firsthand experience to the work place. We’re creating an environment for students to spend time exploring the job market and planning for a future career.

We will create a cluster of groupings of different occupations under the career pathways of **1) Arts & Communications, 2) Business Management, Marketing, and Technology, 3) Engineering/Manufacturing & Industrial Technology 4) Health Sciences, 5) Human Services and 6) Natural Resources & Agriscience.**

**How does your company get involved?** Complete the attached form and provide a brief description of your business and job category of the professional that will be assigned to the student. We will do the rest. A student will be assigned to your business based on their career path.

Thank you very much for your consideration to join in “**Job Shadow Impact 2014.**”

Cordially,

**Job Shadow Impact 2014 Committee**

Kim Heslep, Property Manager  
Southfield Town Center

[Rochelle Freeman, Business Development Manager](#)  
City of Southfield

[Lisa Straske, Assistant Manager](#)  
Southfield Michigan Works



**JOB SHADOW COMPANY PARTICIPATION FORM 2014**

**Company Name**

**Contact Person**

**Address**

**Phone**

**Email**

**Website**

**Please provide a brief overview of your company?**

**Is your company?**

Global

National

Statewide

Regional

Local

**Are there any company policies that the student should be aware of, if so please explain?**

**Which field of the career pathways will the student follow at your organization?**

\_\_\_\_\_ Arts & Communications

\_\_\_\_\_ Business, Management, Marketing & Technology

\_\_\_\_\_ Engineering/Manufacturing and Industrial Technology

\_\_\_\_\_ Health Sciences

\_\_\_\_\_ Human Services

\_\_\_\_\_ Natural Resources & Agriscience

**What is the specific job title?**

**What attire is considered appropriate for the student?**

Business

Business Casual