

October 20, 2017

Dear Sir/Madam:

Thank you for permitting my student to job shadow you and to experience first-hand a day in your career life. A key goal of the Counseling V02 "Career Planning and Life Exploration" class at Ventura College (VC) is for students to explore their future aspirations by answering three key questions: 1) Who am I?; 2) What do I want?; and 3) How do I get it? As students thoroughly research, self-reflect, and analyze their options, I also want them to experience potential careers in a real-world setting so that they can envision themselves in future employment scenarios. Additionally, students are required to ask you "informational interview" questions to help them learn about your background and how you found your career path.

For this assignment, students have been instructed to shadow you for a minimum of two hours and a maximum of eight hours. They also need about 15 – 20 minutes of your time to conduct their informational interview. Please sign below to verify that the student met the requirements for this assignment:

I \_\_\_\_\_ (please print name) verify that  
\_\_\_\_\_ (student's name) has shadowed  
me in my place of work for \_\_\_\_\_ hours on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

- ☐ Are you interested in being a guest speaker in a COUN V02 class and/or for the Ventura College Career Center in the future? If so, please provide me with your job title and email address:

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Email

Thank you for your time and for helping my students to fulfill their life and career goals!

Please contact me if you have any questions/concerns and/or to provide any feedback on your experience hosting a VC student.

Sincerely,

Lauren A. Wintermeyer, M.A., Ed.D.  
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