
Ethan Ton

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23rd December 2019

Kristy McEntyre

Dental Office Manager, Newport Center Dental Group
1401 Avocado Ave Suite 404
Newport Beach, CA 92660

Dear Mrs. McEntyre:

I am writing because I am interested in job shadowing you to gain experience and knowledge in dental office managing. I am a junior in the CIBACS program at Edison High School, and I am looking for the possibility of pursuing this job as my future career choice.

The CIBACS junior project requires me to serve 10 hours for my job shadow. It will also be required that I create a presentation to show the new material that I have learned from the experience. I will show evidence of learning from the job shadow by keeping a journal, an activity log to be signed by you each time I come in to work, pictures of myself working at the worksite, video documentation, and notes.

I am a hard worker, and I am interested in becoming an attorney in the future. The job shadow with you will allow me to gain a better understanding of the kind of work that is performed on a daily basis.

Thank you for taking the time to consider my request for a job shadow. I look forward to meeting with you in person to discuss the details of my project. I will contact you soon to arrange a meeting for the job shadow.

Sincerely,

Ethan Ton

Enclosures: Resume and Letter from Program