

## Request for Informational Interview Templates

### Template #1: Emailing Someone You Know

Subject: Catching Up and Collecting Information

Hi [friend's first name],

Hope all is going well in your world!

I am considering a career change and exploring career alternatives. Working as a [what you do] at [where you work] for [number of years] has been great, but I'd like to grow my skill set and expand my horizons.

So, I'm exploring opportunities with [or in a new field/industry -- name of field/industry, or working with customers you want], hoping to learn more about [skill set(s) you want, industry you want, customers you want, or whatever your goal is]. Given your wide experience and network, I would love to get your take on [whatever you specified earlier in this paragraph].

If you have some time to spare in the next 3 weeks, it would be great to get together for a cup of coffee or a glass of wine, even lunch or dinner (my treat!). Give me a couple of date/time options that would work best for you, and we'll find a time to connect.

If you're too busy to get together now, a short (15 or 20 minutes) phone call would be a great, too. Just let me know the best time and phone number for you.

I'd love to catch up on what's happening in your world and also have an opportunity to pick your brain about this topic.

Thank you so much for your assistance on this. Please let me know how I can help you.

Regards,

[Your name]

## **Template #2: Emailing Someone with a Referral**

Subject: Informational Interview Request Referred by (Referral Name)

Dear Ms. Denison,

We have a shared contact in Dr. David Friend, CEO of Biomedical XYZ. He suggested that I contact you for additional information regarding the latest trends in the field of biomedical sciences. I would like the opportunity to meet or speak with you to discuss your insight on the range of careers to pursue within the biomedical field. I understand that you are on a strict schedule and would appreciate any time that you could spare to meet with me in person or by phone. Any suggestions you could offer would be greatly appreciated. Thank you for your time.

Sincerely,

[Your full name]

[Your current job title]

[Your phone number]

[Your LinkedIn Profile's URL]

### **Template #3: Emailing Someone without a Referral**

Subject: Informational Interview Request from (Your Name)

Dear [Mr. or Ms. Last name],

My name is [your name]. I am a [what you do], and I am reaching out to you to request a very small bit of your time (as little as 20 minutes) for an informational interview. My goal is to learn as much as possible about [topic you want] because I am seriously considering moving my career in that direction -- a big step for me.

I am seriously considering making a change from [what you do now or where you work] to [the topic you want to discuss]. Before I make that change, I need to understand much more about what is involved. My goal is to learn the culture, style, opportunities, hazards, and future for employment in this field. As an acknowledged expert in this field, I would love the opportunity to discuss it with you.

If you have some time to spare in the next 3 weeks, I could stop by your office for a quick (20 or 30 minutes) discussion. If that's not possible, a 15 or 20 minute phone call would work, too. I appreciate any time that you can share with me.

Thank you very much for agreeing to provide this help. I greatly appreciate your kindness and generosity!

Please let me know if there is anything I can do for you in the future!

Sincerely,

[Your full name]

[Your current job title]

[Your phone number]

[Your LinkedIn Profile's URL]