



Informational Interview Email Samples

Want to set up an informational interview but don't know where to start? Use these email samples for inspiration when requesting an informational interview and to follow up with someone you've interviewed. Refer to [this Informational Interview Handout](#) for other details.

Your initial outreach should contain the following:

- How you found them / know them
- A short intro about you (school, area of study, expected graduation, current career status)
- What you're asking them for/goal or intention of the conversation
- How you would like to interact (in-person, via phone, virtually, etc.)
- [Optional] Share an agenda

Sample #1: Informational Interview Request with Alumni

Dear Mr. Maurice,

My name is Kaitlyn Endo. I saw on LinkedIn that you're a University of Oregon Alumni and work at The San Francisco Aids Foundation in the Bay Area. I was wondering if you might be open to a 30-minute informational interview?

I am currently a junior at the University of Oregon, majoring in Family and Human Services. I'm currently exploring potential career paths related to human services and the nonprofit sector and aspire to move to the Bay Area after I graduate. I'd love to learn more about your career path, any advice you might have, as well as gain information about the nonprofit job market in the Bay Area.

If you are open to connecting, I would greatly appreciate scheduling a phone call or Zoom video call. If this is not a good time, I completely understand. Thank you in advance for your consideration.

Sincerely,

Kaitlyn

Sample #2: Informational Interview Request with a Stranger

Dear Mr. Maurice,

My name is Kaitlyn Endo. I saw on LinkedIn that you're currently a Marketing Manager at Adobe and have extensive experience in Marketing across industries. I was wondering if you might be open to a 20–30-minute informational interview so that I could gather insight from you and hear more about your professional experiences.

I am currently a sophomore at San Francisco State University, majoring in Business Administration with a concentration in marketing. Right now, I am interested in pursuing a career path in marketing, but would love advice on how to approach gaining more experience and narrowing what specific industries I might want to pursue.

If you're open to connecting, I would greatly appreciate scheduling a Zoom video call. Please let me know if you have any preferences for dates and times. Thank you in advance for your time and consideration.

Sincerely,

Kaitlyn