Informational interview template email. The bolded and bracketed text is a note for you to either fill in yourself or to change the text to meet your interests.

Dear **Mr./Ms./Mx. [person of interest]**,

My name is **[xx**] and I met you at **[xx conference or training]. [or if you found their name from a friend or co-worker or graduate student, say that instead**]. I am writing to you today to express interest in setting up an information interview. I am a **[field of study]** student at **[xx University/College**] and I am interested to learn about **[xx job**]. If you are available for half an hour, I would like to set up a time to ask you some general questions on what it is like to be in your position/job. An example of a question that I would ask is: “How much are you asked to travel as part of your position?” **[or some other question that is VERY important to you]**

Do you have time in the next couple of weeks to schedule a phone call **[or if they are in close proximity/and you are able – offer to buy them a coffee or a tea at a place where you feel comfortable]** so that I may get a better understanding of the goals, tasks, and day-to-day interworking’s of your position?

Regards,

**[your contact info]**