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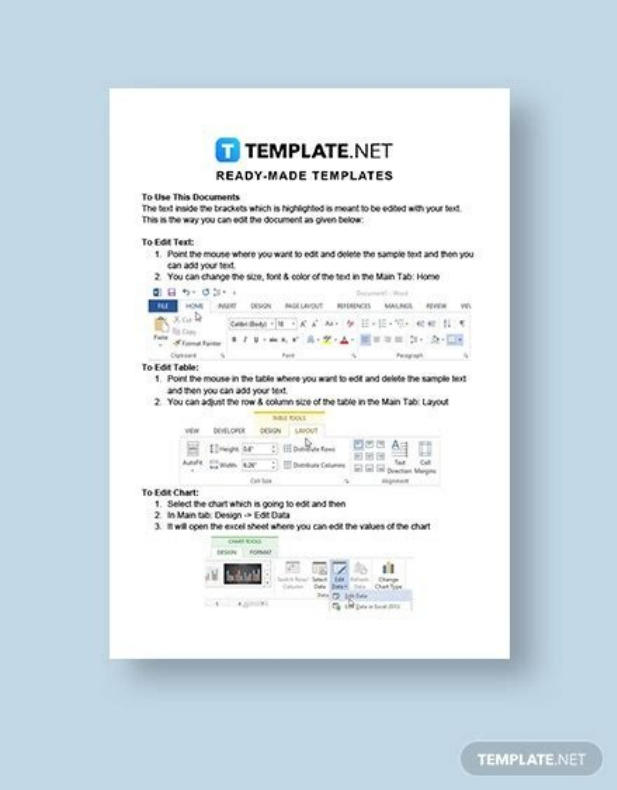

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Informational interview request template

Informational interview form example. Informational interview report example. How to ask for an informational interview. How to send informational interview request. How do i ask for an informational interview.

Given that an informational interview can lead to a job offer, doing it right can be one of the most important tools in your networking toolkit. But how do you ask a stranger or someone you don't know very well to have this informational interview?



We provide informational interview email templates in this post to make it easy for you to start the conversation. Requesting an informational interview is easy with our email templates. Photo by Glenn Carstens-Peters Editorial note: Check out our comprehensive guide on informational interviews. Before we get started, let’s review why we do informational interviews. There may be fields or areas of work that you want to explore for future career opportunities. Therefore, the goal is for you to learn about a field or position that is unfamiliar to you. Perhaps, you are curious about what it is like to work in a particular company or work environment. Importantly, another goal of informational interviews is to build your professional network. They also help you develop relationships with hiring managers, human resource professionals, and recruiters or headhunters. Informational interviews give you the opportunity to share your professional interests and skills with them. Remember that an informational interview is not the place to ask for a job. However, an informational interview might lead to a formal job interview in the future.

[Subject: Account Assistant Position]

Dear Mr. Smith:

I am writing to check the status of my application for an account assistant position AT&T. As you remember, I interviewed with you on February 22nd. Since I have heard from you, I would like to know if my application is still under consideration.

I thoroughly enjoyed our discussion in February of the responsibilities of an account assistant with your company. As a result, I am extremely interested in working for AT&T. I believe that my academic background in business with a computer techno concentration, and my skills gained over the summer working for College Pro an estimator, could be a great asset to you.

If you need more information in order to further consider my candidacy, please let me know. I am also available for another interview at your convenience before April 5th.

I look forward to hearing from you before April 5 regarding the status

Sincerely,

Laura S. Joyce

Once you’ve identified someone you would like to interview, then it’s time to figure out how to get in touch.

Informational Interview Request Email

Dear Adward,

Hope you are doing well.

I am considering a job change and would also like to explore some new career fields. To expand my horizons, I have decided to try for [position] at [company].

Given your vast experience in the field of [field], I would love to get your take on my skills and my chances. If you have some hours to spare, I would love to get together on coffee or even lunch or dinner. Give me a couple of options for date and time that are suitable for you, and we will find a common free time for an informational interview.

Please let me know if you can help.

Thank you.

Sincerely,

Sheela



Perhaps, you know someone who can introduce you or provide you the person’s contact information. Or maybe you’ve found the person’s contact information online or met him/her previously in person and got a business card. It’s very likely that you will ask for the informational interview via email. Here are some tips about composing the email. Scroll down to see how we implement these tips in the informational interview email templates below. It is perfectly acceptable to start with “Dear,” “Hello,” or “Hi,” followed by the recipient’s name. To be more formal, the email may be addressed to “Mr.” so-and-so or “Ms.” so-and-so. Similarly, if the recipient has a doctoral and medical degree, it doesn’t hurt to call him or her “Dr.” so-and-so in the introductory email. Based on the recipient’s residence, there may be conventions for using first/given names or surname/last names. If you are unfamiliar with the local customs, it may be best to check. In the US, it’s reasonable to begin an email to Jane Smith with “Hi Jane” or “Dear Ms. Smith.” The salutation to Dr. John Clark may be “Dear John” or “Hello, Dr. Clark.” Set a professional and friendly tone for your email. Photo by Andrijana Bozic The first few lines of your email will set the tone, and you want to set a professional and friendly tone. If you’ve met the recipient in the past, a good way to begin is with a reference to your last meeting. For example, “I enjoyed meeting you at the poster session last year at the AACR conference in Miami...” or “Thanks for coming to my university to do the guest lecture...” If a mutual friend, acquaintance, or colleague suggested that you reach out to the email recipient, then don’t hesitate to mention this. Some examples: “Professor Clark recommended that I reach out to you because we have similar educational training” or “My manager referred me to you because she thought you might have some advice for how to pursue a career in pharmacovigilance.” Most importantly, if you don’t know the recipient formally, then a brief introduction to who you are would be a reasonable start. Sharing your background can provide rationale for why you would like to have a conversation. This might be something like “I am currently studying chemical engineering at the University of Delaware” or “I am a Data Scientist specializing in bioinformatics.” Focus on making your email short and ultra-specific. First, provide a brief rationale for why you are interested in speaking with the recipient. This could be something like “I saw on your LinkedIn profile that you previously worked as a Medical Science Liaison prior to becoming a Clinical Scientist, and I would like to learn more about how you made your transition.” Another example is “The open Associate Director position in your department caught my attention, and I would like to learn more about your ideal candidate.” Immediately after explaining your rationale, request the actual informational interview. You may ask, “Can we schedule 20 minutes for a chat?” or “Can we arrange a virtual coffee meeting in the next few weeks?” Be sensitive about your request for their time, as people have a lot on their plates right now.

You might explain that you’d love to talk if s/he has the bandwidth at this point and if not at the moment, then hopefully once things have settled. This approach allows for flexibility but leaves the door open for future communication. Suggest scheduling a phone call for the informational interview. Photo by Gabriel Gonzalez Here are a few informational interview email templates. First, choose one or mix and match from these examples. Next, tailor the content to best suit what you know about your recipient, your situation, and your networking needs. Dear Mr./ Ms./ Dr. _____, I am currently working as a _____ at _____. My colleague _____ suggested that I reach out to you because you work at a company that I am interested in exploring. Therefore, I would greatly appreciate an opportunity to talk with you for 15-20 minutes to ask some questions about your experience. Would there be a convenient time for you to talk over the phone within the next couple weeks? I would be grateful for any advice you could share and look forward to hearing back from you. Sincerely, Your Name Hello, Mr./ Ms./ Dr. _____, As a student studying _____ at the University of _____, I found your profile in the alumni database and found your career path and work in/at _____ to be very interesting. I would like to know if we can schedule a 15-minute informational interview in the next few weeks, as I would like to get some advice on how to launch my career in _____. Please let me know if you have the bandwidth now or if we should connect in the future once your schedule opens up. I look forward to hearing back from you. Warmly, Your Name Hi _____, I was lovely to see/meet you at _____ during _____. I recently saw that your group is seeking/hiring a new _____ position. Given my current work in _____ and interests in _____, I would like to learn more about your ideas for the ideal candidate for the position. Would you be _____ professional/student, and I saw that you posted an opening for _____ position on your LinkedIn page. Given that I am interested

open to a virtual coffee chat next week? Please let me know if you have time on your calendar. Thank you in advance for your time. Best regards, Your Name Dear _____, I am a _____ professional/student, and I saw that you posted an opening for _____ position on your LinkedIn page. Given that I am interested in transitioning into this area of work, I would really value connecting with you to better understand recent hiring trends. Would you be open to scheduling a short informational interview? I look forward to hearing back from you. Regards, Your Name Hopefully, you’ll receive a positive response after sending a thoughtful email to ask for an informational interview. Once a date and time and method of connecting (phone, zoom, etc.) are set up for the informational interview, take some time to thoroughly prepare for a successful interaction. Check out this 4-step guide for preparing for an informational interview. Make a list of conversational topics and questions to ask (this post will get you started). Staying connected and building your network through informational interviews during this time may require investing some effort, but the payoffs for your career can be substantial. Good luck, and get interviewing! Prepare for your informational interview to ensure a successful conversation. Photo by visuals Editorial note: Consider these 9 tips for writing effective emails to make sure that you’ll get a response. Your turn: let us know in the comments if you used any of these informational interview email templates and whether you were able to start new career conversations. Regardless of where you are in your career, informational interviews are arguably the most important thing you can do to boost career success.They can help you to:Gain clarity around what you want to do for your career.Land your dream job or contract.Stand out and be more successful in your current position.Make new friends and build mutually beneficial relationships. It all comes down to the power of networking—when you connect with other people, endless (and often unpredictable) possibilities arise.According to a recent article published in Business Insider, anywhere from 70-85% of jobs are found through networking—and informational interviews are a great way to network, especially if you’re an introvert (like me!).But, let’s be honest—reaching out to someone you don’t know to set up a meeting can be intimidating.That’s why I’m sharing all the steps to follow to successfully and professionally conduct informational interviews, so you can feel confident as you embark on this oh-so-important endeavour.In this article, you’ll learn:What an informational interview is.Who you should ask for an informational interview.Where to find people to ask for an informational interview.How to request a meeting with someone you have no connection to.How to prepare for an informational interview.How to follow up after an informational interview.How to use informational interviewing to land a job.What is an informational interview?An informational interview is a meeting in which a job seeker, career changer, or happily employed individual sits down with someone they look up to in their industry (or desired industry) for the purpose of getting advice, clarity, industry knowledge, and/or building a mutually beneficial connection.An informational interview should be about building a two-way, authentic relationship. Offer as much value as you can, wherever you see opportunity.

To find a new connection and see where it leads?Who you contact will depend on your purpose:If your purpose is to gain clarity on what to do next in your career, connect with someone already doing the thing you might want to do next.If your purpose is to get a job, connect with someone who works at a company you would like to work for, who is equal to or one position higher than your desired position.If your purpose is to make a new connection and see where it leads, connect with someone in your industry, or a related industry, who you admire and look up to.Where do I find the right people for an informational interview?Now that you have an idea of what kind of person you want to have in mind, here are some ways to find people (ideally in this order):1. Start with people you know. You're more likely to get a "yes" to an informational interview invite from someone you know. Brainstorm a list of people you already know who meet your criteria for an informational interview. Also, remember that following up with someone you've met at an event or conference for an informational interview is a great way to stay in touch.Always ask at the end of an informational meeting if there's someone else they'd recommend you connect with as well - this is how you begin to naturally grow your network.2. Think of people you know who could introduce you to someone. If you don't know anyone in your existing network who works in the area you'd like to connect, reach out to your existing network to see if they know of anyone who works in that area.

You never know who might know someone helpful.Again, this increases your chance of a "yes" if you use an existing connection to introduce yourself. Facebook or LinkedIn groups are another great place to connect with potential interviewees or people who could introduce you to a potential interviewee.3. Research people on LinkedIn.Research the position, industry, or company you're interested in connecting with, using the "People" tab on LinkedIn's search tool. Get more specific results by using the "Filter" options on the right-hand sidebar. Someone who is a 2nd connection means you have at least one mutual connection—view your mutual connections on their profile and ask that person for an introduction!4. Don't have any mutual connections with someone you want to reach out to, don't worry!Emails/messages are a great option and a wonderful skill to learn to prepare to send out a lot of emails, however, as the response rate can be as low as 1% (depending on the industry).Check out email templates at the bottom of this article for some ideas on how to write an effective outreach message.5. Host an informational meeting at your home or office. Invite people to come over for coffee or lunch. It's a great way to build rapport and establish trust.6. Post a request on social media asking for introductions.7. Grow your network!How do I request an intro?I don't have a network yet? Things to keep in mind any time you are requesting an informational interview (whether you have a pre-existing connection to them or not):Position the interviewee as the expert and yourself as seeking advice. Make the email all about them (and less about yourself).Keep the email about 3-5 sentences in length.Show you've done your research.State how much of their time you are requesting. (Typically, 15-20 minutes for an initial phone chat is appropriate.)Again, there's a template at the bottom of this article you can follow that abides by best practices.If you're requesting an informational interview from someone you have no connection to, here are the steps to follow:Search for someone at a company of interest, or in a field of interest, on LinkedIn or Google (someone who's job title is one level higher than what you're aiming for).Find their email on VoilaNorbert or Hunter.io, and/or verify their email at Mailtester. (If you're still stuck finding their email, check out this article.)Research them online so you have a better understanding of who they are—follow them on Facebook, Twitter, LinkedIn, Instagram, etc. Interact with some of their content—comment, like, or share something they've posted to start off the relationship.Send a short e-mail requesting an informational meeting (see sample emails towards the end of the document).Follow-up if you don't hear back after one week. A lot of people only respond to these requests if the person follows up!BONUS NOTE: Before reaching out to someone for an informational interview, make sure you're happy with how your online presence looks—chances are they'll give you a solid impression of you based on what you post online.8. Ask for an introduction from someone you know who has a connection to the person you want to talk to.9. Reach out to a former employer or client.10. Ask for an introduction from a friend or family member.11. Ask for an introduction from a mentor or coach.12. Ask for an introduction from a former colleague or classmate.13. Ask for an introduction from a former teacher or professor.14. Ask for an introduction from a former boss or supervisor.15. Ask for an introduction from a former manager or director.16. Ask for an introduction from a former partner or spouse.17. Ask for an introduction from a former friend or acquaintance.18. Ask for an introduction from a former neighbor or community member.19. Ask for an introduction from a former volunteer or charity contact.20. Ask for an introduction from a former client or customer.21. Ask for an introduction from a former supplier or vendor.22. Ask for an introduction from a former contractor or subcontractor.23. Ask for an introduction from a former consultant or advisor.24. Ask for an introduction from a former investor or lender.25. Ask for an introduction from a former banker or financial institution contact.26. Ask for an introduction from a former government official or employee.27. Ask for an introduction from a former academic or researcher.28. Ask for an introduction from a former journalist or writer.29. Ask for an introduction from a former public figure or celebrity.30. Ask for an introduction from a former politician or elected official.31. Ask for an introduction from a former religious leader or spiritual guide.32. Ask for an introduction from a former healthcare provider or patient.33. Ask for an introduction from a former educator or student.34. Ask for an introduction from a former athlete or sports team member.35. Ask for an introduction from a former musician or performer.36. Ask for an introduction from a former actor or actress.37. Ask for an introduction from a former dancer or choreographer.38. Ask for an introduction from a former comedian or stand-up comic.39. Ask for an introduction from a former author or publisher.40. Ask for an introduction from a former screenwriter or producer.41. Ask for an introduction from a former film or television executive.42. Ask for an introduction from a former record label executive.43. Ask for an introduction from a former music manager or agent.44. Ask for an introduction from a former talent scout or booking agent.45. Ask for an introduction from a former entertainment lawyer.46. Ask for an introduction from a former publicist or press secretary.47. Ask for an introduction from a former marketing or advertising executive.48. Ask for an introduction from a former sales or business development executive.49. Ask for an introduction from a former operations or logistics executive.50. Ask for an introduction from a former finance or accounting executive.51. Ask for an introduction from a former technology or IT executive.52. Ask for an introduction from a former legal or compliance executive.53. Ask for an introduction from a former HR or recruiting executive.54. Ask for an introduction from a former executive assistant or administrative professional.55. Ask for an introduction from a former executive secretary or personal assistant.56. Ask for an introduction from a former executive driver or chauffeur.57. Ask for an introduction from a former executive chef or caterer.58. Ask for an introduction from a former executive florist or gift basket designer.59. Ask for an introduction from a former executive travel agent or concierge.60. Ask for an introduction from a former executive limousine or car service driver.61. Ask for an introduction from a former executive security guard or bodyguard.62. Ask for an introduction from a former executive nanny or housekeeper.63. Ask for an introduction from a former executive maid or cleaner.64. Ask for an introduction from a former executive gardener or landscaper.65. Ask for an introduction from a former executive pet sitter or dog walker.66. Ask for an introduction from a former executive valet or parking attendant.67. Ask for an introduction from a former executive baggage claim checker or airport ground crew member.68. Ask for an introduction from a former executive hotel or resort employee.69. Ask for an introduction from a former executive cruise ship or airline employee.70. Ask for an introduction from a former executive train or bus conductor or driver.71. Ask for an introduction from a former executive postal worker or mail carrier.72. Ask for an introduction from a former executive warehouse worker or shipping clerk.73. Ask for an introduction from a former executive retail store employee or cashier.74. Ask for an introduction from a former executive grocery store employee or stocker.75. Ask for an introduction from a former executive restaurant or bar employee or server.76. Ask for an introduction from a former executive hotel or motel employee or front desk clerk.77. Ask for an introduction from a former executive taxi or cab driver.78. Ask for an introduction from a former executive truck driver or delivery person.79. Ask for an introduction from a former executive courier or messenger.80. Ask for an introduction from a former executive freight broker or logistics coordinator.81. Ask for an introduction from a former executive customs broker or trade facilitator.82. Ask for an introduction from a former executive import/export specialist.83. Ask for an introduction from a former executive supply chain manager or procurement officer.84. Ask for an introduction from a former executive purchasing agent or buyer.85. Ask for an introduction from a former executive contract manufacturer or assembler.86. Ask for an introduction from a former executive product developer or engineer.87. Ask for an introduction from a former executive quality control or inspection manager.88. Ask for an introduction from a former executive production manager or scheduler.89. Ask for an introduction from a former executive inventory control or warehouse manager.90. Ask for an introduction from a former executive distribution center or fulfillment center manager.91. Ask for an introduction from a former executive sales representative or account manager.92. Ask for an introduction from a former executive regional sales manager or territory manager.93. Ask for an introduction from a former executive national sales manager or key account manager.94. Ask for an introduction from a former executive corporate account manager or strategic account manager.95. Ask for an introduction from a former executive business development manager or partnership manager.96. Ask for an introduction from a former executive alliance manager or joint venture manager.97. Ask for an introduction from a former executive franchise manager or distributor.98. Ask for an introduction from a former executive master licensee or territory manager.99. Ask for an introduction from a former executive sales support or administrative professional.100. Ask for an introduction from a former executive training or development manager.101. Ask for an introduction from a former executive HR or compensation manager.102. Ask for an introduction from a former executive recruitment or sourcing manager.103. Ask for an introduction from a former executive employee relations or labor relations manager.104. Ask for an introduction from a former executive safety or health manager.105. Ask for an introduction from a former executive environmental or sustainability manager.106. Ask for an introduction from a former executive risk management or insurance manager.107. Ask for an introduction from a former executive legal counsel or attorney.108. Ask for an introduction from a former executive compliance or ethics manager.109. Ask for an introduction from a former executive internal audit or controller.110. Ask for an introduction from a former executive treasurer or CFO.111. Ask for an introduction from a former executive CEO or president.112. Ask for an introduction from a former executive board member or director.113. Ask for an introduction from a former executive shareholder or investor.114. Ask for an introduction from a former executive analyst or consultant.115. Ask for an introduction from a former executive advisor or coach.116. Ask for an introduction from a former executive mentor or sponsor.117. Ask for an introduction from a former executive peer or colleague.118. Ask for an introduction from a former executive friend or acquaintance.119. Ask for an introduction from a former executive neighbor or community member.120. Ask for an introduction from a former executive public figure or celebrity.121. Ask for an introduction from a former executive politician or elected official.122. Ask for an introduction from a former executive religious leader or spiritual guide.123. Ask for an introduction from a former executive healthcare provider or patient.124. Ask for an introduction from a former executive educator or student.125. Ask for an introduction from a former executive athlete or sports team member.126. Ask for an introduction from a former executive musician or performer.127. Ask for an introduction from a former executive actor or actress.128. Ask for an introduction from a former executive dancer or choreographer.129. Ask for an introduction from a former executive comedian or stand-up comic.130. Ask for an introduction from a former executive author or publisher.131. Ask for an introduction from a former executive screenwriter or producer.132. Ask for an introduction from a former executive film or television executive.133. Ask for an introduction from a former executive record label executive.134. Ask for an introduction from a former executive music manager or agent.135. Ask for an introduction from a former executive talent scout or booking agent.136. Ask for an introduction from a former executive entertainment lawyer.137. Ask for an introduction from a former executive publicist or press secretary.138. Ask for an introduction from a former executive marketing or advertising executive.139. Ask for an introduction from a former executive sales or business development executive.140. Ask for an introduction from a former executive operations or logistics executive.141. Ask for an introduction from a former executive finance or accounting executive.142. Ask for an introduction from a former executive technology or IT executive.143. Ask for an introduction from a former executive legal or compliance executive.144. Ask for an introduction from a former executive HR or recruiting executive.145. Ask for an introduction from a former executive executive assistant or administrative professional.146. Ask for an introduction from a former executive executive secretary or personal assistant.147. Ask for an introduction from a former executive executive driver or chauffeur.148. Ask for an introduction from a former executive executive chef or caterer.149. Ask for an introduction from a former executive executive florist or gift basket designer.150. Ask for an introduction from a former executive executive travel agent or concierge.151. Ask for an introduction from a former executive executive limousine or car service driver.152. Ask for an introduction from a former executive executive security guard or bodyguard.153. Ask for an introduction from a former executive executive nanny or housekeeper.154. Ask for an introduction from a former executive executive maid or cleaner.155. Ask for an introduction from a former executive executive gardener or landscaper.156. Ask for an introduction from a former executive executive pet sitter or dog walker.157. Ask for an introduction from a former executive executive valet or parking attendant.158. Ask for an introduction from a former executive executive baggage claim checker or airport ground crew member.159. Ask for an introduction from a former executive executive hotel or resort employee.160. Ask for an introduction from a former executive executive cruise ship or airline employee.161. Ask for an introduction from a former executive executive train or bus conductor or driver.162. Ask for an introduction from a former executive executive postal worker or mail carrier.163. Ask for an introduction from a former executive executive warehouse worker or shipping clerk.164. Ask for an introduction from a former executive executive retail store employee or cashier.165. Ask for an introduction from a former executive executive grocery store employee or stocker.166. Ask for an introduction from a former executive executive restaurant or bar employee or server.167. Ask for an introduction from a former executive executive hotel or motel employee or front desk clerk.168. Ask for an introduction from a former executive executive taxi or cab driver.169. Ask for an introduction from a former executive executive truck driver or delivery person.170. Ask for an introduction from a former executive executive courier or messenger.171. Ask for an introduction from a former executive executive freight broker or logistics coordinator.172. Ask for an introduction from a former executive executive customs broker or trade facilitator.173. Ask for an introduction from a former executive executive import/export specialist.174. Ask for an introduction from a former executive executive supply chain manager or procurement officer.175. Ask for an introduction from a former executive executive purchasing agent or buyer.176. Ask for an introduction from a former executive executive contract manufacturer or assembler.177. Ask for an introduction from a former executive executive product developer or engineer.178. Ask for an introduction from a former executive executive quality control or inspection manager.179. Ask for an introduction from a former executive executive production manager or scheduler.180. Ask for an introduction from a former executive executive inventory control or warehouse manager.181. Ask for an introduction from a former executive executive distribution center or fulfillment center manager.182. Ask for an introduction from a former executive executive sales representative or account manager.183. Ask for an introduction from a former executive executive regional sales manager or territory manager.184. Ask for an introduction from a former executive executive national sales manager or key account manager.185. Ask for an introduction from a former executive executive corporate account manager or strategic account manager.186. Ask for an introduction from a former executive executive business development manager or partnership manager.187. Ask for an introduction from a former executive executive alliance manager or joint venture manager.188. Ask for an introduction from a former executive executive franchise manager or distributor.189. Ask for an introduction from a former executive executive master licensee or territory manager.190. Ask for an introduction from a former executive executive sales support or administrative professional.191. Ask for an introduction from a former executive executive training or