

## Informational Interview introduction samples

Dear \_\_\_\_\_,

I came across your website with your contact information and I'm hoping that you can help me. I am currently doing some research to learn more about the types of careers available in the field of \_\_\_\_\_. In reading your bio, I was intrigued with your background. I would love to talk to you for 30 minutes to find out how you ended up where you are. Talking with you would really help me to know what path is the right one for me. Any advice or suggestions you could provide me would be greatly appreciated, as doing research online hasn't provided me with enough information.

Please let me know if you are available for a short meeting by phone or in person. I would be so appreciative of any insight you have to offer about working in\_\_\_\_\_.

Best,

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Dear \_\_\_\_\_,

My name is \_\_\_\_\_. I am an Alumnus of CU-Boulder. I came across your name on LinkedIn. I noticed that you work for \_\_\_\_\_ as a \_\_\_\_\_. I am in the process of changing careers and looking to use my background in \_\_\_\_\_. I'm not clear how I should go about making this transition. My plan is to talk to different people in various careers, so that I can gain more clarity. I would greatly appreciate a chance to meet with you to discuss your experience in \_\_\_\_\_. I noticed on your LinkedIn profile, that you have an extensive background in \_\_\_\_\_ and \_\_\_\_\_. I've always been curious what a career in\_\_\_\_\_entails.

If possible, I would love to schedule 30 minutes to meet with you to ask you some questions about your background and expertise. I would appreciate any advice you could give. Please feel free to contact me to discuss at your convenience. Thank you in advance for your time!

Best regards,

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Dear \_\_\_\_\_,

My name is \_\_\_\_\_. My friend\_\_\_\_\_referred me to you. I'm conducting career research to explore different career options and to clarify my career goals. Right now, I'm [provide a little background]. I would love to meet with you and talk for 30 minutes to find out more about your field of expertise. I would appreciate any advice you can give me. Thank you in advance for your time.

I look forward to hearing from you!

Sincerely,