

Sample Informational Interview Request (Email)

Dear Dr. _____,

I am a current (PhD Student/Postdoc) at the Medical College of Wisconsin (MCW) in the _____ Department, and I came across your name while browsing the MCW LinkedIn alumni group. Over the past 6 years my research has been focused on the use of nanotechnology in medical devices.

I am very interest in pursuing a career in _____. If possible, I would the opportunity to spend 20-30 minutes with you for an information interview to learn more about your career path and work in _____ at _____ as well as any advice regarding steps I could start taking now. Enclosed is my resume to give you a sense of my background.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Jane Smith
xxxxxxx@mcw.edu

Helpful Tips

Do not take it as a rejection if the contact offers to chat via phone when you requested an in person meeting. Remember their schedules are busy

Keep in mind this information depends on the purpose of the information interview