

Sample Letter Requesting an Informational Interview

123 Occupational Lane
Job City, IN 54321
April 1, 20XX

Mr. James Smith
Director of Marketing
ABC Corporation
Anywhere, USA

Dear Mr. Smith:

In conducting some career exploration research, your name came to my attention as someone who could provide me with valuable advice and information, especially because of your experience in the field of marketing.

I am currently attending school full time at the University of Notre Dame and am giving serious consideration to a future career in public relations. I am not seeking an employment interview, rather I would like to talk with you about public relations as a possible career in order to obtain your valuable advice and perspectives about the field.

Realizing the demands on your time, I will telephone you next week to see if we can arrange a brief meeting at your convenience.

I appreciate your interest as I explore a variety of career opportunities.

Sincerely,

(Your Signature)

(Your typed name)