

Informational Interview Email Templates

Send an email or place a phone call to targeted individuals for Informational Interviews. Do **NOT** ask for a job or an internship! You will be seeking information and guidance regarding their career field and request recommendations of other individuals to contact.

Email Invite Template

To: Alumni, professional contact, LinkedIn connection, or recommended individual

Subject: Informational Interview request from Iowa State University, (Student Name) PhD Student

Dear Ms. Denison:

We have a shared contact in Dr. David Friend, CEO of Biomedical XYZ. He suggested that I contact you for additional information regarding the latest trends in the field of biomedical sciences.

I would like the opportunity to meet or speak with you to discuss your insight on the range of careers to pursue within the biomedical field. I understand that you are on a strict schedule and would appreciate any time that you could spare to meet with me in person or by phone.

Any suggestions you could offer would be greatly appreciated. Thank you for your time.

Sincerely,

Name

Phone number (non-work)

Email (ISU or non-work)

Informational Interview Questions

1. How did you get started in this field?
2. What are the major responsibilities of the position?
3. How do you spend 80% of your work day?
4. What skills or abilities are most important to succeed in this job?
5. What is the typical "chain of command" in this field?
6. Do you suggest I speak to anyone else in particular to learn more about my career goals?
7. Do you have any additional advice to help me prepare for my career search?

Email Thank You Template

TO: Ms. Denison:

Thank you very much for your time out of your busy schedule to discuss the biomedical field with me. I appreciate your advice to contact Mr. John Smith with ACME Bio. Mr. Smith and I have set a date to meet next week.

I am glad we had the opportunity to discuss our shared experiences at Iowa State University. I passed along your greetings to Dr. Joe Professor. Again, thank you for your help. I will keep you posted on my job search progress.

Sincerely,

Name

Phone number (non-work)

Email (ISU or non-work)

*Adapted from Vanderbilt Graduate School, Harvard Law School