

Subject: Request for Informational Interview

Dear Mr. Contact,

Hello, my name is Sample Student and I wanted to thank you so much for connecting with me. I am hoping there would be an opportunity to take 10 minutes of your time via phone or Skype to ask some questions about working in career services? I am entering the field as a recent graduate and would appreciate learning from your perspective regarding the industry, what you like best about your job, and any advice you might have for me. Your feedback would be greatly valued, do you have availability next week for a quick conversation?

Thank you in advance for your time!

Sincerely,

Sample Student