

## Sample Email Requesting Informational Interview

Subject: Meeting in December  
From: sbutton@hamilton.edu  
Date: November 20, 2007  
To: [pshields@simonschuster.com](mailto:pshields@simonschuster.com)

Dear Ms. Shields:

I am exploring the fields of publicity and marketing and my friend Christine Anderson recommended that I speak with you to learn more about the role of publicity and marketing in the publishing industry. I had an internship at a PR agency in NYC last summer, and while I enjoyed the opportunity to represent clients and products to the public, I did not particularly like the huge number of potentially intrusive phone calls that I had to make to publishers and publicity agencies. I would love to get your perspective on the nature of the publishing industry and the specific tasks of the marketing department. I will be visiting Christine in the city on Friday, December 15th and then again around New Year's. If possible, I would be very interested in meeting with you at your convenience.

Thank you very much for your time.

Gratefully,

Sally Button  
Hamilton College

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Subject: Meeting with you in December  
From: kdunham@hamilton.edu  
Date: October 3, 2007  
To: [dbruce@portlandclinic.org](mailto:dbruce@portlandclinic.org)

Dear Dr. Bruce:

I am a senior psychology major at Hamilton College looking into options for the next year or two that would allow me to gain relevant field experience to help me achieve my goal of going to graduate school in psychology. I obtained your name from the alumni database at the Career Center and think you would be a good person to talk to about the field of psychology. I know that you are a clinical psychologist in the Portland area and I would enjoy the opportunity to meet with you some time over my winter vacation to talk to you about your job at the Portland Clinic, any relevant field experience you had before your current position and your experience in graduate school.

I am from Scarborough, Maine, so if you have some time between December 18 and January 14 to meet with me, I would really appreciate the opportunity to sit down and talk with you. I do not have any major travel plans and am very flexible when it comes to a time and a day to meet. Please contact me if you would be willing to discuss your experiences in the field of psychology with me.

Thank you for your time,  
Karen Dunham

## Sample Letter Requesting Informational Interview

Hamilton College  
198 College Hill Road  
Clinton, NY 13323

September 12, 2007

Mr. Leonard McShane  
Dean of Students & Faculty, High School  
The University of Chicago Laboratory Schools  
1362 East 59<sup>th</sup> Street  
Chicago, IL 60637

Dear Mr. McShane:

As a college undergraduate concentrating in English with a sincere interest in developing relationships with students, I am strongly considering a career in teaching at an independent school. I believe that literature opens grounds for children and adolescents to become engaged in issues that are important to them and relevant to difficult problems or questions in their own lives. As a senior writing tutor at Hamilton College's Writing Center, I am impressed by the emphasis The Laboratory Schools place on helping high school students write effectively and clearly through the Writers' Center. In addition, The University of Chicago Laboratory Schools' mission to "celebrate both our cultural differences and our common humanity" is an ideal I strongly support.

I understand that you are probably not in need of new faculty, especially at this time of year, but I wonder if it would be possible to visit the high school and meet with someone to talk about what it is like to teach in a prestigious private school like the Lab School. If at all convenient, I would love to observe a class and/or talk to a faculty member teaching English in order to gain a sense of what the curriculum consists of, and what schools like The University of Chicago Laboratory Schools offer to students.

Currently, I am at Hamilton College in upstate New York starting my senior year, but I will be in Chicago later this month and would be grateful if I could meet with someone from the school. If you have any questions or would like to contact me, you can reach me at (999) 999-9999 or at [lorley@hamilton.edu](mailto:lorley@hamilton.edu). Thank you.

Sincerely,

Linda Orley