Elements of an Interview Request

1. Your letter/email should include the following:
   - A brief introduction identifying yourself
   - A brief statement identifying your purpose for writing
   - A brief statement of your interests or experiences in the person’s field, organization, or location
   - Why you would like to converse. Be straightforward. Tell him/her you are asking for information and advise
   - A concluding paragraph that sums up the letter and tells how and when you will establish a meeting time.

   **Note:** Keep the paragraphs short whenever possible. If the body of your letter is long, divide it into short paragraphs or use bullets.

2. Be sure to follow up the email as you said in the last paragraph. This may involve a phone call to set up an appointment. Never expect a person to phone you. If you have difficulty contacting the person, ask the receptionist for a convenient time to phone again.

3. Proofread all correspondence and save a copy

Elements of a Follow-up Email

1. Send the email within one to three days after the interview.
2. Let them know they were helpful.
3. As a nice touch, you may quote something they said that was meaningful for you.
4. Thank them for their time.
Sample: Email Requesting an Informational Interview

From:
To:
cc:
Subject: Interview Request

Dear <name>:

I am a student at California Western School of Law, beginning my third trimester. Labor law has been of interest to me since I took a class in that subject as an undergraduate. In fact, my area of concentration in law school will be labor law.

Since your firm has an outstanding reputation in the field of labor law, I would truly appreciate the opportunity to meet with you briefly (15 to 20 minutes) and discuss the practice of your specialty. I am especially interested in your views regarding public vs. private employment experience. Any further insights you have would be greatly appreciated.

Please let me know what day and time are convenient for you. <If you work or there are times you can’t make it, you want to be sure to mention it here.> Thank you in advance for taking the time to meet with me.

Sincerely,

<your name>
Sample: Follow-up Email

From:
To:
cc:
Subject: Interview Request

Dear <name>:

I am writing to let you know how much I enjoyed meeting with you on Thursday and learning more about the field of Information Processing Management. As a result of our discussion, I now have a much clearer understanding of the options open to me within my area of concentration at River College.

Many thanks for your time. I realize that your time is valuable and I appreciate your willingness to share your knowledge and experience with me.

Sincerely,

<your name>