

Informational Interview Example

October 5, 2005

Ms. Jane Smith
Vice President, Information Technology
Excellent Enterprises, Inc.
1500 Techno Road
San Jose, California 94000

Dear Ms. Smith:

While reviewing technology developments on the internet, I read your press release about Excellent Enterprises entry into the artificial intelligence field. I am contacting you because I am considering a professional position in information technology, and artificial intelligence solutions are of particular interest to me.

I am currently a graduate student in the School of Information Science and Technology at Claremont Graduate University, and I was hopeful that you could provide me with some insight that would be helpful in deciding how to approach the field of artificial intelligence as an aspiring professional. I recently developed a simulation of a network run by artificial intelligence technology, and that experience has peaked my interest in your area of expertise.

I would like to schedule a 20 – 25 minute meeting with you at your convenience so that I can ask some questions that will be better understand what a career in your field is like, and to learn more about the evolution of artificial intelligence technology at your firm. The purpose of the meeting is to learn from your expertise, not to seek immediate employment with your organization.

I will contact you by telephone on October 11 to see if we can schedule a meeting. Thank you for considering my request, and I hope we can spend some productive time together in the near future.

Sincerely,

Tommy Technology
3333 College Lane
Claremont, California 91711
909-555-1234
tommy.technology@cgu.edu