



Informational Interview Letter Guidelines

Approaching someone for information purposes can result in actual job leads or referrals to other influential people. **Do not ask such contacts for a job!** If your contact does not have openings or thinks you are asking for a job, he/she will feel awkward about meeting with you. If you make it clear that you simply want to talk about their experiences, and gain their advice and counsel, few people will decline the opportunity to discuss themselves and their field. Follow up on every lead and keep your original contact informed.

First Paragraph (Introduction and Purpose)- Identify how you got the person's name (referral, listing, alumni association, etc.) Why are you writing? Information, advice, job hunting, **but not for a job!**

Second Paragraph (Background/Interests and Specific Queries)- Communicate why their background and perspective is important. Share specific details about your interests. How your background, skills, abilities and values can be utilized.

Closing Paragraph (Follow-up, Reiterate Purpose, and Thanks)- Explain when and how you will contact them to set up a mutually beneficial appointment. Looking for 20-30 minutes of your time... This information is very important for my job search. Thank you...