



INFORMATIONAL INTERVIEW EMAIL SAMPLES

Informational interviews are an excellent way to conduct research and build you network. Utilize the sample emails below as a guide to contacting your first interviewees.

Sample email for an informational interview (no prior connection):

Subject: WIT student seeking industry knowledge

Dear Mr./Ms. **Last Name**,

I am a sophomore at Wentworth Institute of Technology studying Biomedical Engineering. I found your name through the LinkedIn WIT alumni page. As a sophomore seeking my first co-op, I am hoping to learn from current professionals in the field. In viewing your LinkedIn page, I feel like I could gain valuable insight from what you have to share about your experience.

I wondered if we might be able to set a time for a quick 20-30 minute meeting where I could ask you some questions that will help me prepare for the co-op search ahead of me. We could meet in person, or speak over the phone/SKYPE.

I look forward to hearing from you.

Sincerely

Your first and last name

Sample email from a referral:

Subject: WIT student referred by Professor Christiano

Dear Mr./Ms. **Last Name**,

I am a sophomore studying Facilities Planning and Management at Wentworth Institute of Technology. Professor Christiano encouraged me to contact you. I would like to learn more about the field of Facilities Planning and Management before I begin my co-op search. I am particularly interested to learn about your own experience at **(insert name of company)**.

I hope to meet with you at your convenience. Please email me with times and dates that are compatible with your schedule. I look forward to hearing from you.

Thank you for your time.

Sincerely,

Your first and last name