



# How to Request an Informational Interview: 6 Templates



## Reaching Out “Cold” to a Brand-New Contact

### Email

Subject: Informational Interview Request With [Contact Name]

Hello [Name],

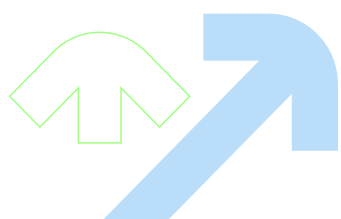
I hope this email finds you well. I recently found your contact information on [LinkedIn, company website, etc.] and thought your career path working at [company] to be very noteworthy. I am interested in learning more about [reason for informational interview], and would greatly appreciate an opportunity to talk with you for 15–20 minutes to ask you some questions about your experience.

If you're available to speak with me next week, I would be grateful for any insights you can share. Please let me know what day would work best for you.

You can learn more about me at my LinkedIn profile [or portfolio website] here: [link to profile]

Thank you,

[Your Name]



## LinkedIn Message

Hello [Name],

I found your profile on LinkedIn and thought your career path working at [company] to be very noteworthy. I see we have [shared group/contact/interest] in common, so I wanted to reach out to you. I am interested in learning more about [reason for informational interview]. I would greatly appreciate an opportunity to talk with you for 15–20 minutes to ask you some questions about your experience.

If you're available to speak with me next week, I would be grateful for any insights you can share. Please let me know what day would work best for you.

Thank you,

[Your Name]

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## Phone Call

Hi [Name],

My name is [your name] and I am currently [your employment/student status]. I am interested in learning more about [reason for informational interview]. I would greatly appreciate an opportunity to talk with you for 15–20 minutes to ask you some questions about your experience.

I found your contact information on [LinkedIn, company website, etc.] and thought your career path aligned closely with my own goals.

If you're available to speak with me next week, I would be grateful for any insights you can share. Please let me know what day would work best. You can reach me at [your phone number].

Thank you and have a nice day.

# Reaching Out to a Mutual Contact or Someone You Already Know

## Email

Subject: Informational Interview Request, Writing at Suggestion of [Mutual Contact]

Hi [Name],

I hope this email finds you well. I am currently [reason for informational interview] and [Mutual Contact] suggested you would be a good source of information. I am [current employment or student status] and would appreciate your insights in the industry.

I'm hoping you might have 15–20 minutes to meet with me in person or virtually in the next few weeks. Please let me know if this might be possible and what dates and times are most convenient for you. I look forward to hearing from you.

Thanks,

[Your Name]

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## LinkedIn Message

Hi [Name],

It was so nice to meet you recently at [place you met], and I hope you're having a good [day]. I enjoyed speaking with you and would love to continue our conversation about [topic]. I'm currently [reason for informational interview] and was hoping you'd be willing to share more insights from your experience.

If you're open to it, I'd love to meet with you in person or virtually in the next few weeks to ask you some questions and learn more. Please let me know if this might be possible and what dates and times are most convenient for you. I look forward to hearing from you.

Thanks,

[Your Name]



## Phone

Hi [Name],

My name is [Your Name] and we recently met at [place you met]. I'm currently [reason for informational interview] and was hoping you'd be willing to continue our conversation from [place].

If you're open to it, I'd love to meet with you in person or over the phone in the next few weeks to ask you some questions and learn more about your insights and experience. Please let me know if this might be possible and what dates and times are most convenient for you.

You can reach me at [your phone number].

Thank you and have a nice day.

