

Informational Interview Email Samples

Informational interviews are an excellent way to conduct research and build your 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./Mx. **Last Name**,

I am a sophomore at Wentworth Institute of Technology studying Biomedical Engineering. I found your name through WIT's LinkedIn 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 think I could gain valuable insight from what you have to share about your experience.

I wonder if we could set a time for a quick 20-30 minute meeting so 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 or on Zoom.

I look forward to hearing from you.

Sincerely,

Your first and last name

Sample email from a referral:

Subject: Wentworth student referred by Professor Hansen

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

I am a sophomore studying Cybersecurity at Wentworth Institute of Technology. Professor Hansen encouraged me to contact you. I would like to learn more about the field of cyber security before beginning my co-op search. I am particularly interested in learning about your own experience at **(insert name of company)**.

I hope to meet with you at your convenience. I can often meet in the mornings, and Fridays are my most flexible day. Please email me with times and dates that are good for your schedule. I look forward to hearing from you.

Thank you for your time.

Sincerely,

Your first and last name