

# Informational Interview Script

## Requesting an Informational Interview by Email Template

**Subject:** Request for Informational Interview

Dear [Potential Contact],

**Introduce yourself:** I am a [your year] majoring in [your major] at Citrus College.

**Make your request:** I am very interested in learning all I can about [what you'd like to learn about: their career field, their particular job, etc.]. I would greatly appreciate meeting with you for 15 to 30 minutes to ask you a few questions about your career. I'd be happy to come to your office, speak over the phone or meet virtually.

**Request response:** Please let me know some days and times when you are available. I appreciate your time and consideration and look forward to hearing from you.

Thank you,

[Your name]

[Contact email and phone number]

## Requesting an Informational Interview by Phone Template

**Introduce yourself and relationship to contact:**

I am a [your year] majoring in [your major] at Citrus College.

**Ask if it is a good time to talk:**

Is this a good time for you to chat briefly?

**Make your request:**

I am very interested in learning all I can about [what you'd like to learn about: their career field, their particular job, etc.]. If you are not available at the moment, would it be possible to schedule 15 to 30 minutes with you at your convenience to ask a few questions and get your advice on how best to prepare to enter your field?

**Thank them:**

Thank you [name of contact] for chatting with me briefly today. I look forward to chatting with you more on [date and time]. If you need to reach me before then, my email is [insert email] and my phone number is [insert phone number with voicemail].