13 INFORMATIONAL INTERVIEW EMAIL TEMPLATE

Use this template to create your informational interview email. Fill in the blanks with your personal information and your questions.

Thank you for agreeing to this informational interview. My name is _____. I am a Job Corps student at _____, and I am reaching out to you because I believe I would enjoy a career in _____, and I would appreciate your perspective on the practical aspects of working in this area.

Here are the three questions I have for you.

1. _____

2. _____

3. _____

Thank you in advance for your time.

Sincerely,

_____