

Informational Interview Request Template

Use this to reach out to professionals and request a brief conversation to learn about their career and industry.

EMAIL SUBJECT LINE

Request for Brief Conversation — [Your Name], [Your Qualification]

EMAIL BODY

Dear [Mr./Ms./Mx. Surname],

My name is [Your Name], and I am a recent [Qualification] graduate from [Institution], currently exploring career opportunities in [Industry/Field].

I came across your profile on [LinkedIn / Company Website] and was genuinely inspired by your career journey, particularly your work at [Company] in [specific area]. Your experience in [relevant field] is exactly the kind of path I am aspiring to build.

I would be truly grateful if you could spare 15–20 minutes for a brief virtual or phone conversation to share any insights or advice about your career path and the industry. I am not looking for a job — just guidance from someone whose career I admire.

I am happy to work around your schedule at whatever time is most convenient for you.

Thank you so much for considering this request. I hope to hear from you.

Warm regards,

[Your Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

Questions to ask during the informational interview:

- How did you get started in [Industry]? What was your career path?
- What does a typical day or week look like in your role?
- What skills or qualifications do you think are most important for someone starting out?

- What do you know now that you wish you'd known at the start of your career?
- Are there any resources — books, communities, or certifications — you would recommend?
- Is there anyone else in your network you think I should connect with?

IgniteShift Tip: Always send a thank you email within 24 hours of your informational interview. This builds a lasting impression and a genuine relationship.