

Subject: Request for an Informational Interview

Dear [Alumni's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] at [Your University] studying [Your Major]. As I begin exploring career opportunities, I learned about your background in [Alumni's Field/Industry] and was impressed by your journey.

I am reaching out to see if you would be willing to partake in a brief informational interview with me. I would greatly appreciate your insights and advice regarding job search strategies and your experience in [Specific area of interest, job position, etc.].

Would you be available for a 20-30 minute conversation in the coming weeks? I am flexible with timing and can work around your schedule.

Thank you very much for considering my request. I look forward to the possibility of connecting with you.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]

[Your University]