



Sample Email for an Informational Interview

Dear (First Name Last Name),

I am contacting you regarding a class assignment for my criminal justice career class at Marymount California University. We have been asked to conduct an informational interview with a professional in the field of our desired career path.

While searching online, I came across your information. Given your current role at your organization, I thought you would be in an excellent position to provide information that would assist me with my career goals and professional development.

(Please add 2-3 sentences about yourself, such as year in school and major, as well as your desired career path.)

Would you be willing to briefly speak on the phone or via video? Thank you for considering this request. I have copied my professor, Roshni D. Lal, on this message as well if you have any questions for her.

I look forward to hearing from you soon, and I hope you and your loved ones are faring well during these uncertain times.

Sincerely,

Mary Mariner
Criminal Justice Major
Marymount California University