Informational Interview Request - Email Template

Here’s a sample informational interview request email [edited]:

**SUBJECT LINE:** Request for Informational Interview / Writing at Suggestion of [JANE DOE].

Dear Ms. Smith,

I am exploring opportunities in tech in Portland. As you can see from the attached resume, I have recent Web Development [TRAINING/EXPERIENCE] and am looking for my next role. [JANE] thought you would be a good source of information about the tech scene in Portland, upcoming jobs in the field, and other people I might want to contact.

I’m hoping you might have 15 to 30 minutes to meet with me in the next few weeks. Please let me know if this might be possible and what dates and times are most convenient for you. I look forward to hearing from you.

Thanks,

[HUMAN PERSON]  
linkedin.com/in/MYLINKEDINLINK