

## Sample Letter Requesting an Informational Interview:

Dear Dr. Adams:

I have been reading about the work of ABC Bio, Inc. I am beginning to think about the next step in my career and would like to explore the potential career paths available in industry research. I am hoping that you will be willing to give me some career advice, from one former UCSF immunology postdoc to another.

Would you be willing to meet in person or by telephone to talk with me about your own career path and about how scientists can transition successfully from academia to industry?

Thank you for your assistance.

Fred Jones, PhD  
Postdoctoral Researcher  
Department of Immunology  
UCSF

415-555-5555  
[fred@ucsf.edu](mailto:fred@ucsf.edu)

### NOTE:

In order to increase the likelihood that Dr. Adams will respond positively, Fred noted a personal connection to Dr. Adams. (In this case, they had both been postdocs in the same department.)

Other examples of a personal connection might be:

- They both attended the same university, as in the example above.
- Fred was referred to Dr. Adams by a mutual colleague, or through a connection on LinkedIn, in which case Fred should refer to the mutual colleague by name.
- Fred and Dr. Adams share a scientific interest, in which case Fred should refer to their common interest.

## Sample Thank You Letter (sent after an informational interview)

Dear Dr. Adams:

I thank you for the time you spent with me yesterday and your willingness to share information with me on your career. Your perspective regarding market developments in the anti-infectives industry was very helpful. I plan to follow up this week on your suggestion to contact Olivia Watanabe at PDQ Bio Corporation.

Again, thank you for your assistance.

Sincerely,

Fred Jones, PhD  
Postdoctoral Researcher  
Department of Immunology  
UCSF

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