

Professional Interview – Email Writing Sample

Dear sir/ madam,

I am (first name and surname), a first-year undergraduate at the Faculty of Computing at NSBM Green University. I am writing this email regarding a professional interview.

This is with reference to a group assignment we have been assigned by the university. My group members and I are required to interview a qualified and experienced professional in the field of information technology. As the group leader, I would like to invite you to the interview as we were inspired by your academic and professional qualifications when we studied your LinkedIn profile. Therefore, to have you as our respected professional would be an honor for us. We are interested in finding out more about you and your professional experience.

The interview will be conducted online by our group members via Zoom. The duration of the session will be 15-20 minutes. Additionally, I respectfully request your permission to record the interview. I can assure you that the recording will only be used by our respected lecturer and us for academic purposes. The questions for the interview will be shared with you prior to the interview.

If you are willing to participate in the interview, I kindly request you to provide us with a convenient date and time between 15th May – 20th June 2024 as we are required to complete the assignment before the deadline.

We eagerly await your response at your earliest convenience. Thank you very much for your consideration and time.

Best regards,

first name and surname,

Undergraduate,

Faculty of Computing,

NSBM Green University.