

## Informational Interviewing: Sample email requesting a meeting (for nursing students & postdocs)

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The following are set of sample informational interview request letters. Note that they are brief, introducing yourself and why you are writing, and focus on requesting information, not a job. This text is also appropriate for handwritten or typed letters.

Informational interview request emails have four parts:

1. Opening, mentioning how you got their information.
2. Summary statement of who your are, and why you are contacting them
3. Request for an opportunity to meet, mentioning specifically what you would like to hear from them.
4. Closing thank you.

Subject line (for email): Georgia O'Keefe suggested I contact you.

Dear Dr. Vaughn,

I recently spoke with Georgia O'Keefe, who suggested that I contact you. I am a post doctoral fellow in the School of Nursing at UCSF, and am speaking with a number of researchers pursuing Health Policy careers – Georgia briefly mentioned your recent transition into healthcare consulting and thought that you could share some valuable advice on the subject.

Briefly, my work has focused on health outcomes research in the areas of public health care policy and services, cancer prevention, HIV screening and socially disadvantaged populations. Georgia stated that you applied for the Populations Fellows award, and that your area of work is similar to mine.

Would it be possible for us to meet for perhaps half an hour? I would appreciate hearing about your experience applying for a Fulbright, and current work at Abt Associates.

Regards,

Greta Garbo

More examples of letters are on page 2 and 3.

### Want more help?

If you have questions about informational interviewing in particular, or networking in general, schedule an appointment for a 1:1 consultation. We can:

- Discuss how to build your professional network.
- Use the OCPD Career Alumni Network (CAN) database to connect you with alumni.
- Practice a mock informational interview.
- Help you prepare to network at a conference.

Call 476.4986 to schedule an appointment.

Subject Line (for email): Dr. Finn suggested I contact you

Dear Mr. Clemens,

Dr. Finn, my academic advisor in the Family Nurse Practitioner Program at UCSF, suggested I connect with you.

I am a student in the Masters Entry Program in Nursing at UCSF, studying towards my FNP degree. I am still considering my options of practicing in hospital or clinic-based settings. Therefore, Dr. Austin suggested that I speak to as many advanced practice nurses as possible about their decision to pursue work in either a hospital or clinic, and ask about their experience in their first year as a practicing FNP. She mentioned you as someone who faced a similar decision, and thought you would have valuable advice to give.

Would you be willing to meet for half an hour? I will follow up on this email by phone early next week, but feel free to contact me at 123.456.7890 or via this email.

With warm regards,  
Mark Twain

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Subject Line (for email): Following up from NACNS Conference

Dear Ms. Woolf,

It was a pleasure meeting you at the National Association of Clinical Nurse Specialists Conference last week. I found our conversation about the expanding role of CNS in acute care settings most engaging, as it is one many of my fellow students and I have been discussing at UCSF. You mentioned that you would be attending the California based meeting in September, and I would welcome the chance to speak with you further. Would it be possible for us to meet?

Be well,

Akira Kurosawa

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Subject Line (for email): Fela Kutl suggested I contact you

Dear Dr. Naipaul

I recently met Dr. Fela Kuti at the Medical Health Conference, and he sends along his greetings. He suggested I contact you, describing you as someone with valuable advice to give from your own experience transitioning from academe to industry.

I am a 2<sup>nd</sup> year NP/CNS student, focused on preventable disease education within the Vietnamese and Vietnamese-American community, which is based on my 12 years of clinical experience working with this population.

Fela mentioned that your policy work at Health and Human Services focused on the rise of Hepatitis B in the Vietnamese community – he also briefly described your job search experience as challenging, and encouraged me to ask if we could meet for 30 minutes. I'd welcome any advice you can give about succeeding in the health research field or hearing your experience of organizing your job search.

Please feel free to reach me at your convenience at 415.111.2222, or via this email.

With warm regards, Octavio Pa

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Subject Line (for email): Harold Pinter suggested I contact you

Dear Dr. Holliday,

Harold suggested I contact you and sends his greetings. I am a early stage PhD student in the School of Nursing at UCSF, and met Harold at the American Cancer Society conference. He mentioned that, like me, your research focus was smoking cessation, and that you were completing your postdoc at Harvard. As such, he said that you would have great advice to anyone considering a postdoc.

I am visiting the east coast for a few days in March – could I invite you out for coffee and hear your thoughts about what to think about before choosing to postdoc?

Be well,

Lauren Bacall

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Subject Line (for email): You graciously gave me your card at the HealthFirst Conference

Dear Elvis,

We spoke briefly last June at the HealthFirst conference, and you graciously gave me your card and suggested that I contact you at a later date. I am a PhD candidate at the University of California, San Francisco with 5 years of research and policy analysis experience in health care services. For the past three months, I have conducted informational interviews with a variety of researchers and consultants in the health care field to learn about the range of professional opportunities available to someone with my training and experience.

I would appreciate the opportunity to continue our conversation about your outcomes research work at the VA. Would it be possible for us to meet for half an hour, at your convenience? I will contact you by phone in the week in the first week of August to follow up on this email, but feel free to contact me via email as well.

I look forward to hearing from you,

Kate Hepburn