

Informational Interview Email Template – Clark College Student

Use this template to request a 30–45 minute informational interview. Fill in the blanks with your details before sending.

Subject: Request for Informational Interview – Clark College Student Interested in [_____]

Dear [_____],

My name is [_____], and I'm a student at Clark College currently pursuing my [_____] degree. I'm exploring potential career paths and am especially interested in learning more about your work in [_____].

I came across your profile through [_____], and I would truly appreciate the opportunity to speak with you. If you're available, I'd be grateful for a 30–45 minute informational interview (via phone or Zoom—whatever is most convenient for you) to ask a few questions about your career journey, current role, and any advice you might have for someone just starting out.

I'm happy to work around your schedule in the coming weeks. Thank you for considering this request—I look forward to the possibility of connecting.

Best regards,

[Your Full Name: _____]

Clark College Student

[Email Address: _____]

[Phone Number (optional): _____]

[LinkedIn Profile (optional): _____]