# Sample Email – Undergraduate Student

Subject: Request for Informational Interview – Northeastern student Dear Mr. Doe,

I found your name through the Northeastern Career Development group on LinkedIn and saw that you received your Bachelor of Science in Criminal Justice from Northeastern before beginning your career as a Social Worker with the Department of Children and Families. I am currently a sophomore at Northeastern, majoring in Human Services and Criminal Justice, and will be going on my first co-op next semester, where I will be serving as a Victim Advocate with the ABC Agency. As I continue with my studies and experiential learning, I am looking to speak to professionals to learn more about the field of Social Work.

I would really appreciate it if we could set up a 20 to 30 minute meeting, at your convenience, to discuss the field of social work, including your advice and suggestions on additional co-ops that may be helpful and applying to graduate school in the next few years. I look forward to hearing from you.

Sincerely, Jane Doe

# Sample Email – Graduating Senior

Subject: Request for Informational Interview – Northeastern student Dear Mr. Doe,

I found your name through the Northeastern U. Alumni LinkedIn group and saw that you received your Bachelor of Science in Environmental Science before beginning your career as the Director of Programs for XYZ Corp. I will be graduating with a Bachelor of Science in Environmental Science from Northeastern in May and am interested in getting advice and suggestions from professionals in the field as I begin my job search, and particularly, ideas as to how I can best use my background and experience to get involved with issues relating to climate change and environmental justice. Your work at XYZ Corp. especially interests me because of your focus on creating programs focused on climate change.

I completed a co-op at ABC Corp. last year, where I gained experience researching and analyzing issues relating to climate change. I have also been an active member of the Husky Environmental Action Team, and have been involved with several projects with the Northeastern Environmental Justice Research Collaborative.

I would really appreciate it if we could set up a 20 to 30 minute meeting, at your convenience, to discuss any advice and suggestions that you might have as I look to enter this field and begin my job search. I look forward to hearing from you.

Sincerely, Jane Doe

# Sample Email – Referral

Subject: Request for Informational Interview – Referred by Professor Doe Dear Mr. Jones,

I recently completed Professor Doe’s Mergers and Acquisitions course and he highly recommended that I speak to you about your work and to get your advice and suggestions as I begin my job search. I will be graduating from the D’Amore-McKim School of Business with a Bachelor of Science in Business Administration in May, and specifically, with a concentration in Finance. Based on my coursework and co-op experiences, I am interested in working in corporate finance, and your work at XYZ Corp. especially interests me because of its strong reputation in the field and the opportunity to work on complex matters with a diverse client base.

I completed a co-op at ABC Corp. last year, where I gained experience completing due diligence for corporate transactions, including mergers and acquisitions. I have also been an active member of the Finance and Investment Club as well as the Finance Board.

I would really appreciate it if we could set up a 20 to 30 minute meeting, at your convenience, to discuss any advice and suggestions that you might have as I look to enter this field and begin my job search. I look forward to hearing from you.

Sincerely, Jane Doe

# Sample Email – Experienced Professional

Subject: Request for Informational Interview – Northeastern Alum Dear Mr. Doe,

I found your name through the Northeastern Career Development group on LinkedIn and saw that you received your Bachelor of Arts in Communication Studies from Northeastern before beginning your career as a Director of Human Resources at ABC Corp. I graduated from Northeastern with a Bachelor of Arts in Communication Studies in May 2008 and since that time I have been working as an Executive Assistant to the Vice President of XYZ Corp. Over the past six years, I have had increasing responsibility, including assisting with training and on-boarding new employees, as well as working with the Vice President to develop and facilitate programs for employees relating to benefits. Although I enjoy my role, I am interested in leveraging the strong organizational, communication and analytical skills that I’ve developed to obtain a position in Human Resources where I can have a more direct impact on the organization, including addressing its strategic needs, and developing programs to address workplace issues.

I would really appreciate it if we could set up a 20 to 30 minute meeting, at your convenience, to discuss any advice and suggestions that you might have as I explore this field. I look forward to hearing from you.

Sincerely, Jane Doe