

Sample Cover Letter of Introduction Requesting an Informational Interview

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November 28, 2003

Ms. Amelia Shacoy
Unit Head, Education Task Force
New York City Office of Management and Budget
75 Park Place
New York, NY 10007

Dear Ms. Shacoy:

I am currently a first-year Master of Public Administration (MPA) student specializing in Education Policy at Columbia University's School of International and Public Affairs. After discussing my career interests with Meg Heenehan in the Office of Career Services, she recommended that I contact you. I am particularly interested in the financing of education within New York City and the role of the Office of Management and Budget (OMB) in this process. I would very much appreciate the opportunity to talk with you about your experience at OMB, and in particular with the education task force.

Good introduction of purpose in writing and explanation of interest. Referral name is key!

As you indicated your willingness to speak with MPA students through the Alumni Career Advisory Program, I would like to speak with you to learn more about the actual work that your task force performs. Your advice on the skills and coursework necessary to contribute effectively as an entry-level analyst and suggestions on appropriate internships to pursue would also be very helpful. To provide you with some sense of my background, I am enclosing a resume.

Be clear that you are looking only for advice, not a job lead, and note the enclosure of a resume.

Thank you for your consideration. I look forward to talking with you soon.

When is soon? Be specific about your plans to follow up on this letter, and carry them out exactly!

Sincerely,

Paige Collins