

SAMPLE Informational Interviewing Introductory Letter

(Block Style)

Your Name

Address

City/State/Zip

Email Address

Date

Mr. /Ms. (Name of Interviewee), Title

Employer

1234 Union Street

Anywhere, US 12345

Dear Mr. /Ms. (Name of Interviewee):

As a current Journalism/ Mass Communication major at St. Bonaventure University, I am researching the career field of public relations. While working in the St. Bonaventure University's Career and Professional Readiness Center (CPRC), I came across your LinkedIn profile on the St. Bonaventure Alumni group. I am wondering if you would be able to offer guidance and insight to a Bona student interested in your chosen career field.

My interest in public relations has developed as a result of my academic studies and employment experience. I currently serve as the Public Relations Intern for the CPRC, where I help in promoting the varied programs and events. I also assist in maintaining a web presence available to all students, faculty, staff, and alumni. As editor of the CPRC's newsletter, *Directions*, I interact with various media outlets on campus on a regular basis. Additionally, I have served as an RA for the past two years. In this leadership role, I consistently demonstrate effective interpersonal abilities, manage conflict and crisis, and ultimately work to unify the student body through relevant educational and social programming.

I would welcome the opportunity to speak with you to learn more about the field of public relations. Please let me know if you would be available for a brief twenty minute phone conversation. I am happy to work around your schedule. You can reach me at astudent@sbu.edu or by calling 778-111-2222. Thank you for considering my request. I look forward to speaking with you soon.

Sincerely,

(*Your Signature*)

Your Name

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