
Email Writing For Interview

Subject: Request for Informational Interview

To: Ms. Johnson (hr.manager@example.com)

Cc:

Bcc:

Dear Ms. Johnson,

I hope this email finds you well. My name is [Your Name], and I am a Class 11 student at [Your School's Name]. I am very interested in pursuing a career in [Industry/Field of Interest] and would greatly appreciate the opportunity to learn more about it.

I am writing to request an informational interview with you to discuss your experiences and insights in the field of [Industry/Field]. I admire [specific detail about the person's career or company] and believe that your guidance would be incredibly valuable as I consider my future career options.

The interview would take no more than 30 minutes, and I am flexible with the timing to accommodate your schedule. I am eager to learn about the skills and knowledge that are crucial in your line of work and any advice you may have for someone aspiring to enter this field.

Thank you very much for considering my request. I look forward to the possibility of speaking with you and learning from your experiences.

Sincerely,

[Your Full Name]

Class 11B

[Your School's Name]

[your.email@example.com]