

Your Name
Your street address
City, CA 90000
Phone number
Email

August 3, 2015

Mr/Ms. Name Professional
Company Name
Company Address
City, CA 90000

Dear Mr. Name:

I am in the process of exploring career options. I am currently an undergraduate at _____ and I'm interested in your field (instead of field, be specific, ie. international relations, counseling, genetics counseling, veterinary medicine, etc). I would like to know more about your job, how you got into your current position and what kinds of graduate program would allow me to pursue a similar career path. (Or, I am currently working in XXX industry and looking to get a job doing _____) Would you have some time for an informational interview? I would like to meet with you in person but could also talk with you by telephone. I would also be interested in shadowing you for the day if that is possible.

Your help is much appreciated. I will follow up with a phone call to find out when you have availability.

Sincerely yours,

Your name