

Sample Request for an Informational Interview

Dear Xxxx,

I am a postdoctoral fellow at UNC-Chapel Hill with a background in biochemistry. I am in the process of gathering information about career opportunities outside of the academy. According to the information you listed on the Office of Postdoctoral Affairs' networking database, you are currently working as a policy analyst.

Science policy has been an interest of mine for a while and I was hoping you might be able to provide me with some additional information and insight about the field as well share a bit about your transition away from the bench. Perhaps we could meet for coffee or speak over the phone. Please let me know if you are available for about 20-30 minutes. If so, I will follow up to schedule a time and location at your convenience.

Thank you and I look forward to hearing from you.

Warm regards,

Zzzzzz