

Information Interview Request Letter

123 Success Way
National City, ST 12345

August 20, 2005

Douglas Johnson
Engineering Manager
XYZ Company
987 Wyle Lane
New City, MO 32117

Dear Mr. Johnson:

Sylvia Martin, an alumnus of Embry-Riddle Aeronautical University, gave me your name and suggested I contact you to discuss a career in _____. I am very interested in learning more about this profession/career/industry and would appreciate any advice you could share with me.

Currently, I am a student in Aerospace Engineering, and am interested in learning more about different kinds of engineering within the aerospace industry and also about possible internships and/or entry-level career opportunities available within this career area. I would greatly appreciate 30 minutes of your time to ask you some specific questions. Please understand I am not seeking a job, but am gathering information and advice, so I can make informed decisions regarding my future career.

Thank you for your time. Please feel free to contact me by phone at 386.555.1212 or by email at jane.smith@erau.edu

Sincerely,

Jane Smith