

Informational Interview Letters

Often, you simply may wish to learn more about an area of practice. In these instances, you may want to obtain an informational interview for the purpose of obtaining information about career choices and finding a job. The informational interview is a valuable tool in career development. It can be one of the best ways to learn about a particular practice area or specialty while making potential contacts. The following are some brief guidelines for a letter requesting an informational interview:

Paragraph One: Introductory/Link Purpose

1. Identify how you got the person's name (e.g., referral, listing, alumni/ae directory)
2. If they do not know you, or need to be reminded who you are, introduce yourself and state that you attend Loyola Law School.

Paragraph Two: Background Interests; Specific Queries

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| 1. | Tell them why their background perspective is important. | ----- | Firm, practice areas, and career options. |
| 2. | Provide details about your interests. | ----- | How your specific background, skills, abilities can best be utilized. |

Paragraph Three: Follow-Up; Reiterate Purpose and Thanks

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| 1. | Explain when and how you will contact them to schedule mutually convenient appointment. | ----- | Looking for time to talk. Information important to me in my job search and career decision. Thank you. |
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