

REQUESTING AN INFORMATIONAL INTERVIEW: SAMPLES



Someone You Know Personally or Through a Referral **Sample #1 (E-Mail):**

“Hi, John. My name is Bill Smith, and my colleague Don Jones suggested that I reach out to you. I have practiced commercial litigation as a partner with BigFirm ABC for the past 12 years, and I am interested in exploring litigation practices at smaller firms. Don speaks so highly of your work in the ___ case that you tried together, and he thought you would have some valuable insights about the small and mid-size law firm market in Chicago. He recommended that I reach out to you to ask whether you might be able to spare 30 minutes or so to speak with me. You can reach me at this email address or on my mobile phone at 312.555.5555. Thank you very much for taking the time to read this email. I hope to connect with you soon.”



Someone You Know Personally or Through a Referral **Sample #2 (E-Mail):**

“Hi, John. My name is Bill Smith, and my friend and former law school classmate, Don Jones, suggested that I reach out to you. I have practiced commercial litigation with BigFirm ABC for the past three years, and I am interested in exploring a potential move in-house to an insurance company. Don speaks highly of your work, and he thought you would have some valuable insights to share with me. He recommended that I reach out to you to ask whether you might be able to spare 30 minutes or so to speak with me. You can reach me at this email address or on my mobile phone at 312.555.5555. Thank you very much for taking the time to read this. I hope to connect with you soon.”



Someone You Know Personally or Through a Referral **Sample #3 (Phone):**

You: “Hi, John. This is Bill Smith. Harry Jones suggested that I call you. Is this a good time for you to talk?”

John: “Sure. What’s on your mind?”

You: “I’ve been with the firm of Jones & Dunn for six years practicing real estate leasing. I’m looking to make a change, and I’m targeting smaller firms with active leasing practices. Harry mentioned that your Bar work puts you in touch with the best small firms in the area, and he thought you would be a good person to help me understand the market. I would be very grateful if you might have a half an hour or so to meet with me at your convenience.”



Someone You Don’t Know **Sample #1 (E-Mail):**

“Dear John, I am a fellow Harvard alum, and I found your name in the alumni directory. I am currently a fourth-year litigation associate at ABC Firm, and I am seeking to transition to a career with the Department of Justice. I was hoping to have the opportunity to speak with you on an informational basis about your experience in the Civil Rights Division and to get your advice on the federal government job search generally. I am available at this email address and at 202.345.3464. I look forward to hearing from you. I’m sure you are very busy, and I thank you for taking the time to read this message.”



Someone You Don't Know Sample #2 (E-Mail):

“Hi, Mr. Jones. My name is Susan Smith, and I am a mergers & acquisitions lawyer at ABC Firm in Boston. I am exploring the possibility of moving from a law firm into the world of health care-focused venture capital, and I came across your profile on LinkedIn. It looks like you have been quite successful in achieving the same transition that I hope to make. If you can spare the time, I would greatly appreciate a 20-30 minute conversation with you, so I could learn more about how you made that happen. In the interest of making this as easy as possible for you, I would be available to meet in person or chat by phone at your convenience most afternoons over the next two weeks. If these times don't work for you, I would be grateful if you would propose some times that do. (If you are simply too busy, I completely understand and would still be very grateful for any referrals to others whom you think might be able to give me some information about the law firm-to-venture capital transition.) Thank you very much for taking the time to read this email. I look forward to hearing from you.”