How to request an Informational Interview

In this document we will discuss general steps to follow when working toward an informational interview. What is an informational interview? An informational interview is a formal conversation in which the individual is seeking knowledge about a career path, industry, company, or general career advice.

- If connecting via LinkedIn, start your informational interview request by thanking the individual for connecting:
  Example: "Thank you for connecting with me on LinkedIn…"

- This next step is crucial, not only will you be inviting them for an informational interview but you will also be setting the tone for the conversation.

Dear [Insert Their Name],

My name is [Insert Your Name] and I am in my [Insert Year] at McMaster University, studying [full program name]. After reading your profile and learning more about your current research on AI that you are working on with Dr. Dave, I have a few questions regarding your research, as well as your career path. I would be honoured if you had 15-minutes next week to connect so I can learn more about your career path and your organization. Please let me know if you are available. Thank you for your time and consideration.

Kind Regards,
[Insert Name]

Once the contact has responded to your message, make sure to formally reply regardless of their response. If they agree to have this interview then you would arrange a time and location that is convenient for the both of you.