

Sample E-Mail inquiry about informational interview

Subject: Request for informational interview

Dear Ms. Peterson,

Hello from Vienna, Austria. I came across your profile on LinkedIn and found your email on the Climate Justice website. I am currently a student at Central European University where I am pursuing a bachelor's in Culture, Politics and Society/ Philosophy, Politics and Economics / Data Science and Society. For summer 2022, I am hoping to secure an internship with an organization focused on climate justice / contribute to a research project focused on climate justice / develop a civic engagement focused on climate justice. I am reaching out to professionals working in the field to ask for advice. In the long term, I'd like to pursue a career in a climate advocacy, ideally doing policy research and conducting outreach to educate the public.

Based on your experience in grassroots and international climate-focused organizations, I thought you might be able to offer suggestions about which organizations I might consider and the types of projects I might focus on in relation to my search for summer 2022. My experience to date has included many research papers on climate issues, active involvement in Model United Nations and my university's debate club, and a 2021 public affairs internship with Humanitarian Academy for Development London. I've attached my CV to provide a more detailed picture of my background and experience.

If you are open to a brief conversation (max 20 minutes), please suggest a couple of days and times that could work for you and let me know whether you would prefer phone, Zoom or another platform. Generally, late afternoons and evenings (Central European Time) are best for me, but I would adapt to your schedule, my class timetable permitting. If this isn't something you can do at the moment, I of course understand. In any case, I thank you for your consideration and attention to this message.

Sincerely,

Johannes Lindner