

Informational Interview Letter Example

September 25, 2022

Darcy Brown
ABC Institute of Oceanography
1234 Coral Avenue
ABC, State 12345

RE: Request for an Informational Interview—Antwon Sayson

Dear Darcy Brown:

I am interested in exploring a career in oceanography and Elizabeth Baker suggested I contact you.

I would appreciate the opportunity to spend 30 minutes with you for an informational interview. I read your paper, Floating Garbage Killing Coral, and am interested in the research you are doing. I would like to know about the educational and career journey you traveled to get to your current position at the ABC Institute of Oceanography.

I am flexible with my schedule and can match your availability. My contact information is on my attached resume, in case you have any questions. I look forward to hearing from you and to meeting in person and thank you for your consideration.

Sincerely,

Antwon Sayson

Antwon Sayson
123-456-7890
asayson@isp.org

Resume Attached

Antwon Sayson

Oceanography

ABOUT ME

Building a career in oceanography is a natural fit for me—I've always loved the ocean. I've visited beaches in Africa, South America, Japan, Alaska, and Ireland and I am committed to understanding and protecting these environments. I'm hard-working and like challenges.

CONTACT

Loch View, CA
asayson@myisp.com
111-222-3333

SKILLS

Problem solving, Teamwork,
Communication, Creativity,
Water safety/swimming,
Operating marine equipment

AWARDS / ACCOMPLISHMENTS

Save the Bay Volunteer of
the Year 2020,
YMCA Windsurfing Coach of
the Year 2019

INTERESTS / HOBBIES

Diving, Windsurfing,
Traveling

EXPERIENCE

Educational Intern

Friends of the Delta

Dec 1, 2019 - Still Employed

Responsible for presenting engaging educational programs for middle school students to get them interested in oceanography.

Volunteer

Save the Bay

Oct 1, 2019 - Still Employed

Responsible for scheduling beach cleanup days and teams. Ensuring everyone has supplies and transportation to the cleanup location.

Cashier

Aqua Aquarium

Jul 1, 2019 - Still Employed

Help customers, monitor equipment, keep aquariums clean, feed animals. Check customers out, process credit and cash payments.

EDUCATION

High School Diploma

Area of Study: Ocean Studies

Completion Date: Jun 30, 2022

Oceanside High, Loch View, CA

CTE Certificate

Area of Study: Marine Studies

Completion Date: May 1, 2019

Oceanside High, Loch View, CA

REFERENCES