

“Cold Emails” – Seeking Informational Interview

No Connection Point:

Date: February 15, 2016

Re: Request from Mary Oliver, UW Law 17', for Informational Interview

Dear Ms. Dunning:

I am currently a second-year student at University of Wyoming College of Law. I am particularly interested in pursuing a career in which I can use my legal skills to help in trust administration, business formation and other areas of transactional law.

This spring I am working to develop and deepen my understanding in this area of the law by practicing in the Estate Planning Practicum through UW. After completing my degree next year, I hope to work in a firm that focuses in this area of the law.

I am writing to ask if you would be willing to meet briefly with me to discuss your career path and the steps that you recommend for a starting lawyer with similar interests. I will call your office next week to see if this would be possible and, if so, to find a convenient time to meet. Thank you in advance. I hope to have the opportunity to speak with you soon.

Sincerely,

Mary Oliver

Existing Contact:

Date: November 15, 2015

Subject: Informational Interview Request from UW College of Law Student

Dear Ms. Andrews:

Janet Hooper, a partner at XYZ, PC, suggested that I contact you and asked me to pass along her regards. I understand that you specialize in domestic relations cases and I am particularly interested in learning more about your work in Casper. I hope to pursue a career in litigation upon graduation from the University Of Wyoming College Of Law next spring.

Over the past two years, I have volunteered and worked for the Family and Child Legal Advocacy Clinic representing low-income families in court. This experience has sparked and strengthened my interest in family law. Last summer, I worked as a Guardian *ad Litem* representing children as they navigated through the legal system. I plan to remain in Wyoming after graduation and would greatly appreciate the opportunity to meet with you to discuss your position as the Chair for the Wyoming State Bar's section for Children & Family Law, as well as the career opportunities that you feel are available locally in family law.

I realize that you are on a tight schedule and I would greatly appreciate any time that you could spare to meet with me. I will be leaving for winter break on December 13th; it would be great to meet with you before that date, if possible. I will give your office a call next week to see if we can arrange a convenient time to talk. Thank you in advance for your help.

Sincerely,

Kendra Black

Thank you:

Date: January 15, 2016

Re: Thank you

Dear Mr. Long:

Thank you so much for taking time out of your busy schedule to talk with me. I greatly appreciated your advice on how to find a summer internship with the Attorney General's office. At your suggestion, I phoned Deputy Attorney General, Dave Demuth, and I will meet with him next week.

I hope that you have a great vacation in Europe—it sounds wonderful! I look forward to speaking with you when you return. Again, thanks for your help. I will keep you posted on my job search progress.

Sincerely,

Catherine Bobnick

**Note that it is also appropriate to send a handwritten thank you note following an informational interview. Many recipients enjoy the personal touch of such a note. But if your handwriting or time constraints make a handwritten note impractical, a thank you email is an appropriate alternative.*

TOTAL SILENCE, aka Final Attempt / Forward the originally sent message (in the event it got lost in his/her email)/ Thank you:

Date: January 15, 2016

FWD: Informational Interview Request from UW College of Law Student

Dear Mr. Long:

Thank you for taking the time to read my email, I understand your time is very valuable and that you may not be able to speak with me at this time. Should your schedule allow you to speak with me in the future I would be honored by the opportunity to discuss my questions with you!

I look forward to connecting with you in the future – Have a wonderful spring!

Sincerely,

Catherine Bobnick