



Informational Interview Requests

Dear Mx. Dominguez,

I am a junior at Texas Christian University pursuing a Bachelor of Business Administration in Marketing, with an interest in the hospitality industry. I found your contact information through our university's Handshake account, and was very interested in learning more about your experience in marketing at Gypsy Hotels and Suites. Over the last couple of years, I have developed my skills in marketing research and analytics through coursework, and contributed to the market research teams at Harwood Hospitality Group and Quiltcraft through robust internship programs.

Might you be available for a 30-minute informational interview? I would appreciate hearing about your experience in the marketing department and any advice you might have.

Thank you in advance for your consideration.

Sincerely,
Wilhelm Richolli
w.richolli@tcu.edu
XXX-XXX-XXXX

Dear Dr. King,

I saw your profile in Horned Frogs Connect and I noticed that you worked for ABC Educational Systems. I will be graduating from TCU this upcoming May and I have a deep interest in using my management skills to contribute to the EdTech industry. Since my first year at TCU, I have engaged in two internships and volunteered for three different organizations that are all focused on improving access to education resources for low-income communities.

Given that you have extensive experience in this industry area, I was hoping you might be available for a 30-minute conversation so that I can hear about your experiences in this field. I look forward to hearing your story.

Thank you in advance for your consideration.

Sincerely,
Addison Trembelton
a.p.trembelton@tcu.edu
XXX-XXX-XXXX



Thank You Emails

After Informational Interview

Dear Dr. Ventrik,

Thank you for taking the time to speak with me about your professional journey and how you navigated the consulting industry to make considerable impact in the public sector. I enjoyed hearing about your time at Booz Allen Hamilton and can see myself engaging in this type of work. You mentioned on our call that you would be willing to share your former colleague's contact information with me – thank you again for this kind offer.

I look forward to staying in touch and sharing updates with you. Per your advice, I'm going to explore further into public sector and government consulting while continuing my case study practice.

Sincerely,

H.F. Christian
h.f.christian@tcu.edu
XXX-XXX-XXXX

After Internship Interview

Dear Mx. Krinkle and Dr. Plout,

Thank you for taking the time to meet with me yesterday. I enjoyed hearing about the primary goals of WKRP Radio and can see clear alignment between my professional aspirations and what the internship at WKRP Radio offers in their 12-week summer program.

As I shared on our call, my time at KTCU at Texas Christian University enabled me to build a strong portfolio of technical skills used in modern radio while I took the initiative to expand content offerings for late-night listeners. I look forward to bringing this same level of professionalism and ambition to WKRP Radio next summer.

I look forward to hearing from the team, and please reach out if you have any follow-up questions for me.

Sincerely,

Janette Ponderossa
j.r.ponderossa@tcu.edu
XXX-XXX-XXXX