

LETTER REQUESTING AN INFORMATIONAL INTERVIEW

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Date

Name

Address

Dear :

We have met briefly on two occasions this year, at the Alumni Networking Reception sponsored by The University of Texas at Austin School of Social Work and at the Lance Armstrong Foundation's LIVESTRONG Gala.

I am writing to you for advice about career planning. I had a unique experience as a full-time social work intern with the Dell Foundation during the Spring 2005 semester. I enjoyed this experience so much that I would like to continue working in the area of corporate philanthropy and community relations. Would you be willing to meet with me to discuss the qualifications and experience necessary to work in this field?

I will call you in the next few days to get your response; if possible, I would like to schedule a brief informational interview with you, or if you are unable to meet with me, with someone you suggest. Thank you.

Sincerely,

Jane Andrews