

Writing A Professional Email

Here is a sample of an informational interview request email:

Subject: Informational Interview Request

Dear Mr./Ms. Important,

I am a student at _____, beginning my first year. I am in the process of making some decisions about my major. I have an interest in _____ and your company has an outstanding reputation in that area.

I would appreciate the opportunity to meet with you briefly to discuss careers in _____. I am especially interested in your insights about the future of this area. Any information you have would be very helpful for me in my career exploration.

Would you be willing to meet with me? If so is there a time that would be most convenient for you or a way that you would like me to go about setting up this meeting?

Sincerely,

(Insert Name Here)

Here is a sample email meant for an academic adviser:

Subject: Dropping Courses - MTH 062

Dear Mrs. Smith,

I hope your week is going well! I am thinking about dropping my MTH 062 from (semester). I am writing to ask you about the policies regarding dropping a course. What is the last day I can drop a course by? Is there anyone I should speak to before dropping a course? How will dropping a course impact me?

Thank you so much for your time and I look forward to hearing from you.

Best Regards,

Susie Student