Bonus Informational Interview Message Template

How to ask someone for a coffee chat about their career?

Subject line: Career advice for a fellow Bruin in the (enter name of industry you’d like to be in) industry

Message:

Hi (their first name)!

My name is (your first name), and I’m a UCLA student (or grad) from the class of (insert graduation year).

I’m currently in the middle of a career transition, and came across your profile on UCLA ONE.

I noticed that you were a (insert major if relevant) major at UCLA, and that you now work at (insert company name) as a (insert position).

(Insert one brief sentence on why you want to work in the industry you stated and call out the most impressive relevant experience you’ve had thus far to show that you should be taken seriously)

I was wondering if you are free to grab coffee sometime this or next week to chat about your career path and any advice you have for me as a student (or recent graduate) trying to progress further into the (insert relevant industry).

Since your office is around (look up the city their office is located in), I’d be more than happy to meet at a location near you.

I look forward to connecting!

Thanks,
(Your first and last name)
UCLA Class of (insert your graduation year) | (Insert your major)
(Insert your phone number)
(Insert your email)

Additional Tips for Informational Interviews

- If meeting in person, pick a quiet location that is close to their office.
- If meeting over the phone, ensure you have good reception and won’t be interrupted. Do not take phone calls outdoors.
- 20 minutes into the interview, ask the interviewee how much time they have left so you can tailor your remaining questions accordingly.
- Since you’re taking the interviewee’s time from their busy day, always offer to pay for their food / coffee if meeting in person.
- Send a quick thank-you email to the interviewee a few hours after your chat. In the thank-you note, highlight one of their experiences you found interesting or one piece of advice they gave which you found insightful.
- After a few weeks/months, reach back out to the interviewee and let them know how you’ve used their advice to progress your own career. An example would be if you landed an internship because your interviewee gave helpful edits on your resume. Remember, the best way to say thank-you to people who give their time is to let them know that their advice had a material impact on your life!