



Networking Email Template

Informational Interview Request

Networking: Informational Interview Request

I. Background

- An informational interview is an industry-term used to describe a short networking conversation between a candidate and a practitioner.
 - i. Candidate: An individual who would like to enter the investment banking industry.
 - ii. Practitioner: A practicing investment banking professional.
- A networking email will be sent from the candidate to the practitioner asking the banker for time to discuss his or her role, career, and day-to-day responsibilities.

II. Tips and Tricks for Effective Networking

- Networking emails should be short and concise.
- Networking emails should have a call-to-action.
- Networking emails should be enticing to the recipient (the practitioner).
 - i. For example: Give the practitioner an opportunity to talk about his or her profession.
- The candidate should do research on the practitioner and try to find common connection points between themselves and the banker.

- i. For example: Hometown, alma mater, hobbies
- Networking emails should always have a resume attachment

III. *Email Template Examples*

Example 1: Undergraduate Candidate

Hi [practitioner's name],

Hope all is well.

My name is [candidate's name] and I am very interested in [desk x] at [bank x].

I am currently a [junior] at [university's name] studying [name of degree]. In my [financial valuation] class we studied the mechanics of cashflow modeling and was interested in learning more from an industry professional.

I was wondering if you'd have 10-15 minutes to help me better understand the industry and your day-to-day responsibilities at [bank x]?

Please find my resume attached for your reference.

Best,

[Candidate Name]

[Email address]

[Phone number]

Example 2: Post-Graduate Candidate

Hi [practitioner's name],

Hope all is well.

My name is [candidate's name] and I am very interested in [desk x] at [bank x].

I graduated from [university's name] in [20XX] with a degree in [name of degree].
I am currently working in [sector x] at [company's name] in [location].

I was wondering if you would have 10-15 minutes to help me better understand your position at [bank x]?

Please find my resume attached for your reference.

Best,

[Candidate Name]

[Email address]

[Phone number]

Example 3: Experienced Practitioner

Hi [Practitioner Name],

My name is [candidate name] and I [work / study] at [institution]. I have a background in [x discipline], but I'd really like to learn more about the [desk x] at [bank x]. I was particularly interested in learning more about [x] industry and noticed the [x] deal on [bank x's] tombstone page.

I was wondering if you'd have 10-15 minutes to help me better understand your position at [bank x]?

Please find my resume attached for your reference.

Best,

[Candidate Name]

[Email address]

[Phone number]

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