

Sample letter requesting Information Interview

1234 McIver Dorm
UNC Chapel Hill
Chapel Hill, NC 27599

Ms. Whitley Moseley, Director
Public Relations
Simpson Jones & Kaufman
550 Wilson Street
Raleigh, NC 26450

Dear Ms. Moseley:

Professor Larry Smith who teaches in the Communication Studies Department at UNC Chapel Hill suggested I contact you regarding my interest in a career in Public Relations. He thought you would be a good person to give me advice as I explore career options.

As a junior at UNC Chapel Hill, I am exploring different areas of the PR field. My coursework has introduced me to a variety of options and has helped me develop my writing and creative skills. I would appreciate the opportunity to talk with you about your career path and the type of projects your agency accepts.

I would be pleased to come to your office at a time convenient to you. I will call next week to discuss an appointment time. Thank you for taking the time from your busy schedule to talk with me about your public relations career.

Sincerely,

Melody Griffith

Melody Griffith