

Dear \_\_\_\_\_,

I am in the process of researching opportunities in the field of HR. Although I've had previous work experience, I am transitioning into my first full-time role.

**(WHY YOU ARE REACHING OUT)**

The HR field is vast, and I am using this time to identify where I can make the most significant contribution. Currently, I am researching roles in Diversity & Inclusion, Talent Development, and Recruitment. **(YOUR GOALS)**

In reviewing LinkedIn profiles, I came across your page. You are working in an area in which I have an interest: Recruitment. Further, I've noticed you graduated from the Fisher College of Business at Ohio State University.

Currently, I am a student at Fisher, and I'm curious about the career journeys of our alumni.

**(WHAT YOU SHARE IN COMMON)**

I am reaching out to learn if you're open to a 30 min informational interview about the kind of work you do? To ensure I respect your time, I will send you the questions in advance.

**(TIME COMMITMENT)**

In closing, thanks for your consideration. I firmly believe informational interviews are one of the best methods to gain insights about jobs. I hope to hear from you.

All the best,

Kyra Leigh Sutton