

Letter from a student requesting guidance

Subject: Request for Career Guidance

Dear [Recipient's Name],

My name is [Your Name], and I am currently a [Year, Program] student at [University Name], majoring in [Subject]. As part of my career exploration, I am reaching out to professionals in the field to better understand the opportunities and challenges in [industry/sector].

Given your distinguished experience at [Company/Organization Name], I would be honored if you could spare some time for an informational interview. I am eager to learn about your career path, the skills that proved most valuable, and any recommendations you might have for someone just starting out.

I would be flexible to meet virtually or in person at a time most convenient for you. Thank you very much for considering my request.

Respectfully,

[Your Name]

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