

INTERVIEW REQUEST LETTER

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Introduction

This letter is basically written to take an interview of a renowned personality who has excelled in a particular field. That person is considered as an idol for his followers who aspire to become like that person. Through this letter, you can appreciate that person's effort and struggle in becoming a renowned name in the market. Through this letter, you will be basically requesting that person to share his experiences with you via an interview scheduled as per his/her convenience.

Interview Request Letter Tips

Following points should be considered for writing an effective interview request letter:

- Firstly it is very much essential to be sincere in requesting for an appointment for the interview.
- You must clearly mention the reason as to why you want to interview the person.
- You must make the person feel that you are proud of his achievements.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Interview Request Letter

To,

Date (Date on which letter is written)

From,

Sub: Requesting for an interview with you

Dear Dr. Pauline,

You are a renowned name in the field of heart transplantation and I believe that there is lot to learn from your experiences. I have just finished my doctorate in cardiology and would be joining Metro Hospital as a visiting Cardiologist. But, before stepping into my career life, I would like to take a small interview of yours to discuss on the recent advancements in cardiology, how to handle patients with chronic heart problems with ease etc. The same will be published in our institute's newsletter.

You always remain an idol for me and I would be very grateful to you if you could give me your precious time so that we can all get a chance to learn more from you.

I hope to get a positive response from you.

Yours sincerely'

Dr. Elizabeth Francis

Interview Request Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____,

I would like to bring to your kind notice that I have recently completed my _____. I would be very joining _____ as my first job. I have heard a lot about you and your achievements in this particular field. I would be really thankful to you if you could give me some of your precious time to discuss with me on the latest advancements in this field, prior to my joining. I will be highly obliged to you for this. I am sure that with your guidance, I would feel more confident to step out in the corporate world.

I hope to get a positive response from you.

Yours sincerely'

(_____)

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