



INFORMATIONAL INTERVIEWING

WHAT IS AN INFORMATIONAL INTERVIEW?

Informational interviewing is an opportunity for you to learn first hand about a particular career by speaking with someone who works in the profession. By asking questions about work tasks, work environment, educational background, and how the person obtained the position, you can begin to decide if a particular position is or is not the right career choice for you.

Who should I speak with?

Consider everyone you know as a potential resource for an informational interview. Ask your parents, friends, siblings, and family members. Eventually you will find someone working in the occupation you want to research.

How do I arrange for an informational interview?

Call, write or email the person requesting an informational interview. In your communication, indicate how you got their name, the reason why you want to meet, and request to make an appointment. Be clear that you are not looking for a job but rather you would like to find out more about their job and background.

What questions do I ask?

- What is your typical workday like?
- What do you like the most and the least about your job?
- What skills or abilities do you need to have to do well in this position?
- What advice would you give to someone interested in this position?
- What is the path of career advancement in this field?
- What is the work environment like regarding work hours, vacation, and office attire?
- What is your educational background?
- Why did you decide to pursue a position in this field?
- What courses would you recommend I take?
- Do you know of others I may speak with?
- Are there books or articles that you recommend I read?
- May I have a business card?

SAMPLE INFORMATIONAL INTERVIEW THANK YOU LETTER

9910 Thompson Drive
Cleveland, Ohio 43382
January 21, 2012

Mr. Ronald T. Smith
Cell Technology
363 Palm Avenue
Pittsburgh, PA 15232

Dear Mr. Smith:

Thank you for taking the time to meet with me yesterday. Your advice was most helpful in clarifying my questions on careers in pharmaceutical industry.

I have taken your advice and have made appointments to talk with three of the people you suggested. I am sure their advice will also be helpful to me. Please keep me in mind if you know of someone in the near future who is looking for an individual with my background.

Again, thanks so much for your help. I will keep in touch with you and let you know what opportunities I take during the rest of this year.

Sincerely,

Sign your name here

Type your name here