

Example Email or LinkedIn Message:

Dear X,

I am hoping you would be interested and willing to conduct an informational interview with me. I am college student, majoring in X. The work you do and your career path is interesting to me; as an aspiring X, I'd love to learn more about your background, role and current organization. I'm happy to meet whenever and wherever is convenient for you. However, if your schedule is too full, I completely understand.

Thank you,

X

Informational Interview

1. Could you describe one of your typical workdays for me?
2. What skills are required in your position on a day-to-day basis?
3. What parts of your job do you find most challenging?
4. What do find most enjoyable?
5. What is the advancement potential in the field? What is a typical career path?
6. How did you get the position you are in today, what was your 1st position out of school?
7. If you could start all over again, would you change your career path in any way? Why?
8. What qualifications do you seek in a new hire? What personal attributes are essential for success?
9. What professional journals and organizations should I be aware of?
10. In what ways does this company live out its mission/values?
11. How is talent recruited, developed and retained?
12. What is work-life balance like with your position and overall in this profession?
13. What types of training and/or professional development is offered?
14. Are there any current issues or trends to be aware about?
15. What advice would you give to someone is considering entering this field?



What are the Benefits of an Informational Interview?

An informational interview is a meeting between a person who wants to learn more about a career or industry and a person working in that career or industry. It provides an opportunity to:

- get firsthand information about a career or industry
- get good advice on how to prepare to enter the career or industry
- get expert information that helps you write a relevant resume and cover letter
- establish a professional relationship with contacts in your chosen field



Follow up with a thank you-show your gratitude by letting them know you appreciated their time and the information you were able to get in your conversation. Connect on LinkedIn

Additional resources:

Read real interviews from people as they talk about the jobs they do and the careers they have @ <https://jobshadow.com/>

Career guides and expert advice @ <https://www.howtobecome.com/>

www.marian.edu/candidcareerchats OR www.marian.edu/hrhuddles