

Informational Interview

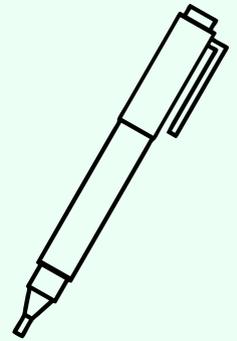
A How-To Guide

What is it?

Do you know what type of career you want, but have no idea how to get there? Are you confused about what career path you'd like to pursue? Or, have you heard of careers or jobs that you just don't understand? Talking to someone who works in that career field may be of assistance to you! You can reach out to them and ask to set up an information interview to learn more about how to get there!

How Do I Reach Out?

- Connect on LinkedIn or Twitter
- Send a message on LinkedIn
- Send an email or direct message (DM) on Twitter
- Ask them to meet for coffee or Skype so you can learn about their profession



What Questions Do I Ask at the Interview?

- What was your college major?
- What do you like most about this position?
- What are some challenges that you faced when entering the field?
- How did you get your start in this field?
- How is it different than what you thought it would be?
- Do you have any suggestions for entering this field?
- What's your best piece of professional and/or life advice?
- Develop industry-specific questions by researching more about the field prior to the interview.

How to Connect

Via Email

Hi *Name*:

I am a *major* student at Indiana University of Pennsylvania interested in working in *field* and will be graduating in *month and year.* As I was researching various positions within this industry, your job as a *job title* struck me as interesting. If possible, I would like to set up an informational interview with you over *coffee, Skype, etc.* to learn more about your career path. I am available on *days and times.* If any of those times work for you, I would be grateful for the opportunity to meet with you!

Best,

Your Name

Via Direct Message or LinkedIn

Hi *Name,*

I am a *major* interested in learning more about *field* and your career path. If you are interested in *getting coffee or Skyping,* I would appreciate the time to ask you questions! Please email me at *insert email* to set up a time to meet.

Best regards,

Your Name

Don't Forget to Say Thank You!

Following the informational interview, send an email like this:

Hi *Name,*

Thank you for taking the time to meet with me to discuss your career path. Learning about *something you learned* was very interesting and helpful in my career decision process! I look forward to staying in touch periodically.

Best regards,

Your Name