Connect to Your Career

3-2 Informational Interview

1. Research companies in your area with which you would like to conduct an informational interview. Select one. Record information about the company in the space that follows.

• Company name: <<Place Answer Here>>

• Company address: <<Place Answer Here>>

• Industry: <<Place Answer Here>>

• Human resources contact information: <<Place Answer Here>>

2. Schedule an informational interview. Record the pertinent information for the interview, such as time of the interview and contact information for the interviewer, in the space that follows.

<<Place Answer Here>>

3. Create a list of ten questions to ask at the informational interview.

1. <<Place Answer Here>>

2. <<Place Answer Here>>

3. <<Place Answer Here>>

4. <<Place Answer Here>>

5. <<Place Answer Here>>

6. <<Place Answer Here>>

7. <<Place Answer Here>>

8. <<Place Answer Here>>

9. <<Place Answer Here>>

10. <<Place Answer Here>>

4. Make a list of the follow-up activities you will pursue after the informational interview.

<<Place Answer Here>>

5. Save your Word document as *FirstnameLastname\_*InfoInterview.docx (i.e., JohnSmith\_ InfoInterview.docx).