



INFORMATIONAL INTERVIEWS

WHAT IS AN INFORMATIONAL INTERVIEW?

An informational interview is a focused meeting with a networking contact designed to help you choose or refine your career path by giving you the “insider” point of view.

Students can utilize informational interviews to:

- Learn about the realities of the work world and what to expect.
- Discover opportunities that are available in a given field, including jobs and career paths you may not have thought of or known existed.
- Confirm if a job or career is the “right fit” or not.
- Glean information you need to strategize entry into your chosen career.
- Gain access to information that not many other entry-level candidates will have. Job and internship offers often result from informational interviews, even though getting offers is not their purpose. Adapted from “Informational Interviewing: A Powerful Tool for College Students” by Katharine Hansen.

TIPS FOR INFORMATIONAL INTERVIEWING

Identify People to Interview

- It’s usually easiest to start with people you already know: friends, peers, supervisors, coaches, neighbors, or friends of the family. Even if they do not have information you need, they may be able to give you the name of someone who does.

Scheduling the Informational Interview

- Request an interview either by phone or email
- Share a brief introduction about yourself and indicate how you received their name
- State your interest in getting advice and learning more about their field

SAMPLE EMAIL

Dear Ms. Jenkins,

My name is Cassie Cardinal and I am a sophomore Psychology major at Otterbein University. I was given your name by one of the counselors in the Center for Career & Professional Development. I am interested in learning more about the field of School Counseling and I am writing to inquire if I could schedule a time to ask you a few questions about your career path. I am available to meet in person or talk over the phone, whichever is easier for you. Thank you for your time. I look forward to speaking with you.

Sincerely,
Cassie Cardinal