

INFORMATIONAL INTERVIEWS

An informational interview is a meeting with a professional in a field you would like to explore. It provides an opportunity to gather information and learn more about a career of interest.

IDENTIFYING CONTACTS

Identify contacts in fields that interest you. The most effective way to find contacts is through personal referrals. Ask your parents, friends, relatives and professors for names of people they know.

The LinkedIn alumni search tool (<http://linkedin.com/alumni>) provides an effective way to search for alumni who work in the location, organization or industry that interests you.

APPROACH

Before contacting a referral, do some basic research about the field. Clarify why you wish to meet a specific person and what you hope to gain from this interview. When you contact a referral, state who you are, that you are seeking career information and advice and when you would like to meet. Be confident and courteous in your communication. If possible, request an in-person interview. This will allow you to see the working environment and, if you conduct several interviews, compare work settings.

EMAIL INTRODUCTION

Subject: USD Networking

Dear Mr. Torero,

I am a student at the University of San Diego and I am interested in a career in (BE SPECIFIC). I found your name through....

I am exploring careers in your field and have some questions about the profession. Would it be possible to schedule a short meeting or phone conversation with you?

Please let me know if you would be willing to meet with me. Thank you for considering my request.

Sincerely,
Your name
Class level or graduation year
Phone number
Email address

PHONE INTRODUCTION

STARTING OFF

"Hello, Ms. Torero. This is _____ and I am a student at the University of San Diego. I found your name through.... I am exploring careers in your field and have some questions about the profession. Would it be possible to schedule a short meeting or phone conversation with you?" *Have questions prepared in case they want to speak right away.