



5 Steps for Successful Informational Interviews

1. Identify people who work at companies you want to work at or who do jobs that you want to do and request an introduction for an informational interview.
2. Request a 20-30 minute phone call at a specific date and time. Explain that you want to learn more about x job or y company.
3. Prepare questions to ask them:
 - What does a typical day look like for you?
 - What do you love most about your job?
 - What do you like least about your job?
 - What skills and experience would I need to get a job like yours (at your company)?
4. Wrap up by asking if there is anyone else that they would recommend you speak with. Ask for an introduction to that person.
5. Follow up with a thank you within 24 hours. Follow up again if you speak to someone they introduced you to.