

INFORMATIONAL INTERVIEWS

Informational interviews are an opportunity for you to talk with a professional about their career path, profession, organization, and industry. These conversations can take place via phone or email, but tend to be most fruitful when conducted in person. **They are one of the best ways to learn about career options and build your network simultaneously!**

STEP 1

Search for emerging, mid-career, and established professionals in roles or organizations that interest you.

- Definitely consider targeting alumni, as they are often eager to work with students and recent graduates of their alma-mater.
- Use ASK (Alumni Sharing Knowledge) and LinkedIn to find DePaul alumni whose pathways align with your passions.

STEP 2

Send a brief message (via email or the ASK platform) asking for an informational interview.

- Be concise and friendly and make sure your request is reasonable.
- Tap into your existing network by asking a mutual contact to send an email of introduction first where applicable.

sample



My name is Lisa Stone, and I am a junior at DePaul. I am considering pursuing a career in journalism, and I am writing to find out if you might be available to meet with me briefly for an informational interview. I'd love to hear about your career path and experience. I understand if you're too busy, but please let me know if you have any time to meet in the next several weeks. Thanks so much for your time!

STEP 3

After scheduling a time to meet, prepare some questions. Remember, people like to talk about themselves so this should be fun for both of you!

- *What attracted you to this type of work?*
- *What are the most challenging and most rewarding aspects of your current role?*
- *What skills, qualities, and experiences does your employer seek in new hires?*
- *What trends are affecting your profession?*
- *Given what we have talked about today, who else might you recommend I connect with?*



+ Follow up with a thank you note or email!