

Investigate and Network

WHY?

Explore and clarify your career goals while expanding your professional network.

Will help build your confidence for job interviews.

WHAT?

Obtain insider information and learn what is needed to excel in a particular job.

Become part of the hidden job market!

HOW?

Identify an occupation you want to explore.

Find people to interview (networking worksheet).

Prepare in advance, dress professional, send a thank you email.

Sample Questions to Ask

- Tell me how you got started in this field. What education or related experience might be helpful in entering this field?
- What are the daily duties of your job? What are the working conditions? What skills/abilities are utilized in this work?
- What are the toughest problems you deal with? What problems does the organization as a whole have?
- What obligation does your work put on you outside the work week?
- How much flexibility do you have in terms of dress, work hours, vacations?
- What do you find most rewarding about this work?
- What salary level would a new person start with? What are the benefits? What are other forms of compensation?
- Is turnover high? How does one move from position to position?
- What trends do you see for this industry in the next 3 to 5 years?
- How well-suited is my background for this field? How would I go about finding a job in this field?
- What suggestions do you have to help make my resume more effective?
- What are the most important factors used to hire people in this work (education, experience, personality, skills).
- Will you refer me to 3 other professionals I can speak with? May I have permission to use your name when I contact them?
- Do you have any other advice for me?

To: Fernando Gonzalez (fgonzalez559278@email.com)
From: Pedro Public Health (pedro.p.health@mail.fresnostate.edu)

Subject: Camila Counselor Referral - Informational Interview Request

Dear Mr. Gonzalez,

My name is Pedro Public Health and as a current public health student at Fresno State, I am very interested in working in health administration. My counselor, Camila Counselor who is a colleague of yours and connected to you on LinkedIn, suggested I reach out to you based on my interests in your current role in the healthcare industry.

Would you possibly be available for an informational interview? I would love to hear more about what you do, and how you got your start in health administration.

Please let me know if you are available to meet sometime next week. If your schedule doesn't allow, what about a 10 minute phone conversation? I look forward to hearing from you soon.

Sincerely,
Pedro Public Health | 559.555.5555

