

INFORMATIONAL INTERVIEWS

An informational interview is a brief conversation (20–30 minutes) with a professional in a career field or role you are considering.

STEP 1: FIND PEOPLE TO INTERVIEW

Start with your existing network of family, friends, advisers, professors, and people they know.

Resources: [LinkedIn Alumni Search Tool](#), [Husky Landing](#), & the [UW Alumni Association](#)

STEP 2: PREPARE FOR THE INTERVIEW

Do preliminary research on the career field your interviewee represents and write questions about the field that come to mind.

Advice: Be prepared to share about your own strengths, interests, and goals as well.

STEP 3: CONDUCT THE INTERVIEW

Ask for information, advice, and contacts. Never ask for a job or internship.

Tip: Take notes during the interview and then use them to follow up and follow through.

SAMPLE INTERVIEW QUESTIONS:

- How did you get into this field?
- What is your work like? Describe a typical day or week.
- What do you like most and least about your role?
- What credentials are needed for entry-level jobs?
- What skills/qualities are important to succeed here?
- What advice would you give to someone considering this field?
- Is any training provided on the job? What opportunities are there for continued learning and growth?
- Can you suggest other people I might talk to?

SAMPLE REQUEST EMAIL:

Dear Mr./Ms. [Last Name],

I am currently a [year] at the University of Washington and am very interested in the field of [industry]. Having discovered your name on [place], I thought that you would be an excellent person to assist me with career information.

As a [X] major, the field of [X] sounds appealing to me, but I'd like to get a clearer sense of direction. I would love your advice about career possibilities in [field], as well as a better handle on the day-to-day activities in your role.

Would you be available for a brief 20-30 minute [phone call, virtual meeting, coffee chat, etc.]? Thank you for considering!

Sincerely,
[Your First & Last Name]