Informational Interviews
The Four R’s of Informational Interviews

1. **Reveal** useful information & advice
2. **Review** your resume
3. **Refer** you to others
4. **Remember** you for future opportunities
1. Assess and Find Connections

**Assess**

- Who you know already
- Who you want to meet
- What you want to know, and who can help reveal this information

**Find Connections**

- See our resources on networking and using LinkedIn as a search tool
2. Send a Request
(sample emails)

Dear Mr. Smith,

I am pursuing a master’s degree in Human Rights at the Josef Korbel School of International Studies at the University of Denver. Mike Ryan suggested that you might be willing to share your work experiences with me, in order to help improve my understanding of this field. I would greatly appreciate the opportunity to meet at your convenience for about 20-30 minutes to discuss some specific questions I have about the challenges and opportunities in the field of Human Rights. I will contact you next week to see if we can arrange a convenient time to meet.

Sincerely,

Korbel Student

Dear Ms. Martinez,

I attended the Career Conversation where you spoke last week at the Josef Korbel School of International Studies. I am a first year student pursuing a master’s degree in International Development with a concentration in Global Health Affairs. I am specifically focusing on maternal and child health in East Africa. I am currently enhancing my academic experiences through meetings with established professionals in this field, and am wondering if you would be available to meet with me for approximately 20-30 minutes to answer questions specific to your career and organization. I will contact you on Monday to see if we can arrange a convenient time to meet.

Sincerely,

Korbel Student
3. Research and Prepare

**Research**
- Research field, organization, and person you are meeting
- Prepare and prioritize 10-12 open-ended questions about:
  - Individual’s career path
  - Organization
  - Career field and trends

**Prepare**
- This is your interview so you are in charge of the agenda and flow
- Do: Practice your 30 second speech
- Do: Dress professionally and be prompt
- Do: Engage in dialogue, don’t just ask questions
- Don’t: Ask for a job
<table>
<thead>
<tr>
<th>Sample Questions</th>
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<tbody>
<tr>
<td>How did you get your job? What jobs and experiences have led you to your present position?</td>
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<tr>
<td>What do you think is important to know for someone interested in entering this field?</td>
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<td>What is a typical day like for you?</td>
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<td>What type of person succeeds in your organization? In your field?</td>
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<td>What skills and experiences make someone competitive for a position in your organization or field?</td>
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<td>What do you like most about this organization? How does this organization differ from its competitors?</td>
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<td>What trends or changes do you see in your field? Future challenges?</td>
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<td>What is a typical career path like in this field?</td>
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<td>What kind of compensation can one expect when deciding to pursue this career? What are the possibilities for advancement?</td>
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<td>What advice would you offer someone seeking a position in this field?</td>
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<td>Can you recommend books, websites, or professional associations which would be helpful for my professional development? Specific courses?</td>
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<td>What kinds of experience, paid or unpaid, would you encourage for somebody pursuing a career in this field?</td>
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<td>What is the reason most people give when they leave this field?</td>
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<tr>
<td>Would you mind taking a look at my resume to offer advice? Which of my skills/experiences do you think should be highlighted the most?</td>
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<tr>
<td>Who else would you recommend I contact for more information about this career/organization? May I tell them that you referred me?</td>
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4. Send a Thank You

- Send email within 24 hours
- Let them know you have followed through with any personal referrals

Dear Ms. Alum,

Thank you for meeting with me yesterday to discuss your career. It was so helpful to learn firsthand what it takes to work in your field. It was especially interesting to learn about the type of internship you thought I should do this summer to prepare for a job when I graduate. As a result of our conversation I am more certain that a job in this field is right for me!

Regards,

Korbel Student
5. Track

• Record information about the meeting in a spreadsheet
• Connect with the person on LinkedIn
• Research/join/follow suggested resource referrals
• Follow up and connect with any personal referrals
• Keep in touch with your new contact (every 3-6 months)