

BINT 10400: Informational Interview Sample Introductions

Sample Phone Script

Hello, my name is _____. I am an Ithaca College Business student and obtained your information from _____. As a _____ major, I seek to learn more about your background and expertise within the _____ industry. I am calling to ask if you are able to spend about an hour meeting with me to discuss how you ended up working in _____, and how I can best prepare myself should I choose to also pursue a career in that field.

Sample Email

Dear Ms. Jones

I write to you today as an Ithaca College business student where I am majoring in _____. _____ (individual) suggested I contact you since I am interested in learning more about the field of _____ and believed you would be a great individual to connect with.

I am hoping you will be available to spend an hour meeting with me, preferably in person, to discuss how you ended up working in _____, and how I can best prepare myself should I choose to also pursue a career in that field.

Please let me know if there is a convenient time to meet either this week or next. I sincerely appreciate your consideration of this request. I look forward to hearing from you soon.

Sincerely,
Bill Business
Business Administration major; Marketing concentration
bbusiness1@ithaca.edu (607) 274-1152

Sample Thank You

Dear Ms. Jones,

Please know how much I appreciated that you found the time to meet with me last Monday morning. I sincerely appreciated your willingness to openly discuss the challenges of entering the _____ field and your suggestions for coursework that can help set me apart from my peers.

Your feedback was very helpful as I continue to learn more about the _____ field. In particular, the information regarding _____ has helped me understand _____. Again, thank you for your time; I wish you all the best at _____ (company).

Regards,
Bill Business
Business Administration Major/Marketing Concentration
School of Business, Ithaca College

BINT 10400: Informational Interview Sample Questions

This is not a script! You should not run down the list like you are looking to check things off a list. Rather, use these questions as a guide to help you get started. The conversation should be authentic and based on what you want to learn.

Background and Advice Questions

1. What is your educational background? Do you have any professional certifications?
2. What has been your career path from college to present?
3. What are your major job responsibilities?
4. What do you like most about your current job?
5. What are the greatest pressures, strains, or anxieties in the work? Is this typical in this position/field?
6. Please describe your typical day or week in terms of activities and hours? How much variety is there day-to-day?
7. What kinds of interactions do you have with various types of co-workers/clients/customers?
8. Knowing what you now know, what would you have done differently regarding your education and/or skill development? In other words, what advice would you give me in starting my career?

Firm/Field Questions

9. How would you describe the atmosphere or culture at this firm/company?
10. What are opportunities for advancement at this firm or in the field? To what position?
11. What is the growth forecast for this field? How might that change the skills and preparation needed for success?
12. What educational degrees and/or certifications are recommended as preparation?
13. What are the main or most important personal characteristics for success in the field?
14. Which skills are most important to acquire? That is, which skills do employers look for?
15. What kind of work/internship experience would employers look for in a job applicant?
16. What co-curricular activities do you recommend?
17. What are the important "key words" or "buzz words" to include in a resume or cover letter when job hunting in the field?

Closing Questions

18. Are there any important questions I left out that would be helpful in learning about the job or occupation?
19. Who else would you suggest I contact to learn more and/or what other sources of information may be valuable?

Always End with Thank You!

Again, thank you very much for your time, information, and advice. This has been very enlightening. I am even more excited now to do what I need to do to be successful.