



INFORMATIONAL INTERVIEW

**A simple, practical guide
for conducting an
informational interview
to gain career clarity.**

What's an Informational Interview?

It's a **casual conversation with someone who works in a job or field you're interested in.** It's not about asking for a job—it's about learning from someone's real experience.

Here is a step-by-step guide.



Step 1

Choose Someone to Talk to

Think of people who work in a field you're curious about:

- **A parent's friend**
- **A contact from a career festival**
- **A teacher's contact**
- **Alumni from your school**
- **People you find on social media**
- **Someone from your community (doctor, engineer, entrepreneur)**

Step 2

Reach Out Politely

Use email, social media, or ask in person. Here's a sample message:

Hi [Name],

My name is [Your Name] and I'm really interested in learning more about [Career Field], and I noticed that you work as a [Their Job Title]. I was wondering if you'd be open to a short 15 minute conversation where I can ask you a few questions about your career and experience. I'd really appreciate any time you can spare!

Thank you,

[Your Name]

Step 3

How to Prepare for the Interview

Don't

- ✗ Ask for a job
- ✗ Be late
- ✗ Forget to say thank you

Good Questions to Ask

About Their Career

- What is your job, and what does a typical day look like?
- What do you enjoy most and least about your work?
- How did you get into this career?

About Skills and Education

- What kind of education or training did you need?
- Are there any skills or subjects that helped you succeed?
- If you were in high school again, what would you focus on?

Advice for You

- What advice would you give someone my age who wants to enter this field?
- Are there any experiences (clubs, internships, classes) you'd recommend I try?
- Can you recommend anyone else I should talk to?

Step 4

After the Interview

Send a thank-you message (email or handwritten note):

"Thank you so much for taking the time to speak with me. I learned a lot about [field] and really appreciated your advice about [specific point]."

Final Tips

- ✓ Try to talk to **more than one person** in a field.
- ✓ **Compare different experiences**—everyone's path is different.
- ✓ **Keep an open mind**—you might discover careers you didn't know existed!