

# Guide to Informational Interviews

## WHAT?

- An informational interview is an intentional conversation with a professional to ask for insight and advice about career pathways and experience.

## WHO?

- Request an informational interview with someone you know, or someone you *could* know. Ask those in your network if they have anyone they could put you in touch with. You could also use LinkedIn to send a message to a new contact.

## HOW?

- If reaching out to a new contact, be professional. Communicate why you are reaching out, share a little about yourself and ask if they are willing to share their time. If yes, schedule a time to chat.

### Typical Questions During an Informational Interview:

- What is a typical day like for you?
- How do you express your career interests in this job?
- How would you recommend students start to build experience?
- What kind of courses and training help someone become a successful in this field?
- What challenges do you face in this field?
- What advice do you have for me as a student?



### Suggestions:

- If you are nervous about getting started, conduct your first informational interview with someone you know.
- Informational interviews are usually about 15 - 30 minutes long and can be virtual or in-person.
- Search for TCC Alumni on LinkedIn
- Ask if you can stay in touch.
- Send a thank you note!

## Requesting an Informational Interview:

Keep in mind that most people love to share advice and talk about what they do.

Dear (Contact Name)

I hope you are well. My name is \_\_\_\_\_ and I am currently a student at Tallahassee Community College pursuing an Associates of Arts Degree. I plan to transfer to \_\_\_\_\_ to study \_\_\_\_\_. I am exploring career pathways in \_\_\_\_\_ and saw that you have experience in \_\_\_\_\_. I would love to learn more about the work you do, and wanted to ask if we could set up an informational interview. Thank you so much for considering and I look forward to hearing from you.

Sincerely,  
(Name)  
(Phone Number)  
(TCC Email)

### CONTACTS TO REACH OUT TO:

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# Guide to Informational Interviews

What are your biggest takeaways from the informational interview?

What did you learn about the career pathway(s) that surprised you?

How does the career pathway discussed align with your own career interests and priorities?

Based on the advice you received, what next steps would be most helpful to keep learning about this career pathway?

