



# Informational Interviewing Quick Guide

## Preparing for an Informational Interview

- Research the company
- Dress for success
- Update and bring your resume
- Practice interviewing with the CDC, family, or friends
- Call to confirm your informational interview appointment
- Prepare and prioritize a list of open ended questions

## Who do I interview?

You should interview people working in the field you are interested in. Find a person to interview by utilizing:

- Your own **Network** of contacts (See Networking Quick Guide)
- The **U of I Alumni Association – Alumni Directory** (Accessed Under ‘Connect’ at <http://www.uiaa.org/uis/>)
- **Employers** of interest in **Handshake** or **Star Employers** <https://www.uis.edu/career/employers/be-star-employer>
- Schedule an appointment with a **Career Counselor** to help you locate someone in your field of interest

## Informational Interview Request

- Introduce yourself and your objective for writing the request.
- Explain background, career and educational goals, and why you are interested in the recipient of the request.
- Let the recipient know how they can help you meet your career goals.
- Suggest meeting times, locations, and the next contact to follow up with the request.

## Questions to Consider Asking:

- General questions about the career field
- Questions pertaining to aspects of the interviewee’s job
- Preparation for the career; Interviewee’s career path
- Culture of the company
- Company’s needs and expectations
- Opportunities for advancement within the company
- Seeking general advice and referrals from your interviewee

## Questions to Avoid Asking:

- Do not ask blunt questions about their salary
- Do not ask for a job or help getting a job
- Do not ask highly personal questions

## Informational Interview Follow-Up

- Send a **Thank You Letter** within 24-48 hours after the interview: <https://www.uis.edu/career-services/business-correspondence>
- **Stay Organized!** Keep notes and follow with any referrals you received from that person.
- **Reflect on what you’ve learned & stay in touch** with this person if you are seriously considering the occupation.

## Helpful Resources

- See how to Dress for Success here: <https://www.uis.edu/career-services/dress-success>
- Review Networking Quick Guide or our webpage: <https://www.uis.edu/career-services/networking-0>
- **Schedule a Career Counseling Appointment:** [www.uis.edu/career/careerconnect](http://www.uis.edu/career/careerconnect)

**UIS Career Development Center**  
Human Resources Building, Room 80  
One University Plaza, MS HRB 80  
Springfield, IL 62703-5407

Phone: 217-206-6508  
website: [www.uis.edu/career](http://www.uis.edu/career)  
[YouTube](#)  
[Instagram](#)

email: [careerservices@uis.edu](mailto:careerservices@uis.edu)  
[Facebook](#)  
[LinkedIn](#)

[X](#)  
[Snapchat](#)



## Informational Interview Request Sample

----Stephanie Harper----

715 North 18<sup>th</sup> Street      Springfield, IL, 62705      217-277-8809      [shapppsg@uis.edu](mailto:shapppsg@uis.edu)

August 31, 202?

Mr. Fredrick Michellini  
Director of Marketing  
YURM Marketing and Communications  
Auburn, IL 64455

Dear Mr. Michellini,

I am currently researching positions in the field of marketing and communications and Dr. James Seymore from the University of Illinois Springfield suggested that you would be an excellent source of information. I am greatly interested in becoming more knowledgeable in this progressive field. I would also like to learn more about the types of careers available in this field, the skills required for them, and the career path that you have taken.

I hope that you will be able to find approximately an hour to meet with me before the end of November. I will contact you the week of September 8<sup>th</sup>, 202? To set up an appointment. If you have any questions, please contact me by phone at (217) 277-8809 or by email at [shapppsf@uis.edu](mailto:shapppsf@uis.edu). I appreciate your time in considering my request and I look forward to meeting you.

Sincerely,

Stephanie Harper

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