

# Informational Interviews



## What is an Informational Interview?

An informational interview is an opportunity for a student to question a professional regarding his/her career and work experience. Informational interviews can be conducted in person, by phone, or by email.

## How This Will Benefit You

- Network with experienced professionals
- Ask questions and gain valuable insight into the challenges and rewards of working in a given career

## How to Find a Professional to Interview

1. Friends/Family
2. LinkedIn: Search by NSU alumni or job title
3. NSU Faculty/Staff contacts
4. Area Chamber of Commerce directories

Introduce yourself and express your interest in interviewing the individual. Offer to send the questions via email, call during a specified time, or sit down face-to-face. Provide a couple of days or times that work well in your schedule, but remember to offer to arrange something *at his/her convenience*.

## Sample e-mail message:

Hello Mr. Professional,

My name is Rowdy RiverHawk, and I am a sophomore at Northeastern State University. I am considering a major in Accounting. I was wondering if you might allow me to ask a few questions about what you do. I am available Mondays from 1-4 pm and Tuesdays/Thursdays from 10 am-3 pm. Please let me know if there is a time that works for you.

Thank-you in advance for your time. I look forward to hearing from you soon!

Rowdy RiverHawk  
000-111-2345

## Sample Interview Questions

1. How did you get started in this career field?
2. What does your typical work day look like?
3. What is the most rewarding part of your job?
4. What is the most challenging part of your job?
5. Do you have any advice for me if I plan to pursue this as a career?