

# INFORMATIONAL INTERVIEW

## ▶ STEP 1

Read “[How an Informational Interview Can Boost Your Career](#)” and identify one professional in a career field of interest to ask for an informational interview, using your personal network (people you know), identifying a Fitchburg State alum in your field on LinkedIn, or follow up with someone you’ve met through networking.

## ▶ STEP 2

Reach out via email or LinkedIn message to request an informational interview. [Use this template](#) from The Muse to help you write your email.

## ▶ STEP 3

Prepare a list of 10 questions to ask the person you’re interviewing. Identify the name, title and organization of the person you interview and your list of questions to include as part of your assignment.

## ▶ STEP 4

Write a reflection paper (3-4 pages long) in which you discuss the following questions:

- » How did it feel to contact and interview a professional in your career field of interest?
- » Based on your conversation, what educational credentials (major, courses, graduate degree) are typically required for entry level positions in this career field? How does this match with your current educational plan?

- » What internship, work, volunteer or research experience does this person recommend for preparing for this career field. How could you begin building this experience during your time at FSU?
- » What aspects of this profession match your interests, skills, and values? What aspects do not match your preferences? Why?
- » What recommendations did the person you interviewed have for college students interested in a similar career path?
- » If you are still interested in this field, what will you do next to further your exploration/preparation for it?
- » If you are no longer interested in this field as a result of your informational interview, what will you do next to continue your career exploration?

## ▶ STEP 5

Send a thank you email or LinkedIn message to the person you interviewed. See [Informational Interview Thank-You Note Example](#) from The Balance for guidance.

FOR MORE INFORMATION, CONTACT

**Career Services and Advising Center**  
Hammond Hall, Room 318  
978-665-3151  
[careercenter@fitchburgstate.edu](mailto:careercenter@fitchburgstate.edu)