

3-Step Informational Interviews

Preparing questions for an informational interview can be easy. Start with questions designed to learn more about what you already know about your subject. Direct the conversation but let it flow to topics of their interest. **Divide your interview into 3 sections:**

1. THEIR CAREER

Questions that get people talking about themselves:

- *How did you get your start in this field?*
- *What's it like working at DynamiCorp?*
- *What projects are you working on right now?*

2. INSIDER INFORMATION

Questions to help you understand the industry better:

- *What's your opinion on [exciting development in the industry]?*
- *Recent developments in additive manufacturing may be disruptive to this industry. How do you think this will affect Beta-Microsystems?"*

Questions to help you become a better job candidate and professional:

- *What experiences, skills, or personality traits does your company look for in new hires?*
- *What do you wish you had done differently when you first started at Cube Therapeutics?*
- *What job search advice would you give to someone in my situation?*

3. WRAP UP

This is for expressing gratitude and asking for a referral to colleagues in their network:

- *Thanks so much for meeting with me, I really appreciate your time.*
- *Is there anything you think I should ask the next time I meet with a person like you?*
- *Before I go, I'd like to learn more about X, Y, or Z. Is there anyone you recommend I also speak with?*

4 KEY THINGS TO REMEMBER

- Bring a resume but keep it to yourself unless asked for one.
- Be prepared so you can ask intelligent questions.
- Be an active listener. Request permission to record if it helps you give them your complete attention.
- Send thank-you emails. Refer to something from the conversation, such as a piece of advice, to show you listened. Thank-you notes can make the difference between them thinking of you when a job opens at their company, or not.

Dear Ms. Sanchez:

Thank you for meeting with me yesterday afternoon. I found it extremely informative, particularly your advice about how to target my cover letters to the needs of the position. I really appreciate that you were willing to give me so much of your time, if there is ever anything I can do for you please don't hesitate to ask.

I hope we can keep in touch; it looks like you have an amazing environment there at Inspiron Computers and I would welcome hearing about opportunities to join the team.

*With sincere thanks,
Suryo Amahu*

ADDITIONAL RESOURCES

[How to Get Informational Interviews](#)