



# Informational Interview Guide

## Steps to Conducting a Successful Informational Interview:

- Do research on the organization. This will help you create more focused questions.
- Prepare appropriate questions using what you know about the organization or field.
- Arrive on time. Be at the meeting place or call at the scheduled meeting time.
- Dress appropriately (business professional or casual). This will help you make a good first impression.
- Send a thank you note within 24 hours. Always thank the person for allowing you to interview them. It shows you appreciate their help and time.

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## Sample Informational Interview

### Request:

Dear Mr. Elon,

During my recent search of the Elon Alumni LinkedIn group, I learned that you graduated from the Love School of Business with a Bachelor's degree in Finance and are currently working as an Investment Banker with Morgan Stanley. As a current LSB student and Finance major, I am thinking about career options in Investment Banking. I think the skills that I have developed through related coursework, internships, and previous job experiences would allow me to excel in this type of career.

I have looked into Morgan Stanley Investment Banking programs, and I wanted to know if you are available for 15 minutes to answer questions I have about the field and discuss your experience after graduating from Elon. I believe that it is essential for me to gain a realistic perspective about the Investment Banking world.

Thank you for taking the time to review my request. I look forward to hearing from you.

Sincerely,

Elon Student

## Sample Thank You Note:

Dear Mr. Elon,

Thank you for the opportunity to learn about your experiences at Elon University and with Morgan Stanley. I found the information you provided me about the Investment Banking career very helpful, and it has already impacted me as I set out on my own career search. I enjoyed learning about the opportunities available for me as a sophomore, and I plan to apply for Morgan Stanley's Sophomore Analyst Program.

I appreciate the time you took to meet with me. Thank you for offering to review my resume; it is attached to this email.

Sincerely,

Elon Student

## Sample Questions:

### Questions Relating to the Person:

- Why did you choose this profession?
- What is a typical day on this job look like?
- What are your main responsibilities in your position?
- What do you like most about your job? Any dislikes?
- Whom do you work most closely with and to whom do you report?
- What skills and personal qualities have helped you most during your career?
- How did you get to where you are today?
- What are the professional organizations you are apart of? Which ones would you recommend to a young professional?

### Questions Relating to Exploring Career Options:

- What advice would you give me, with the background I have, regarding the types of positions that are realistic for me to pursue?
- What is the best way to pursue these opportunities?
- What type of educational background, experiences, skills and personal qualities are important for this career?
- How are position openings announced to people outside of the organization?
- Are there other colleagues or associates you recommend I contact?

### Questions Relating to the Field:

- What advice would you give someone trying to enter this field?
- What kind of experience or training is required?
- What are advancement opportunities for someone in this position?
- What type of background do most entry-level employees have?
- What type of background do most entry-level employees have?
- If you were hiring someone in this field, for what skills and abilities would you look?
- What are your predictions on the significant changes that will take place in this field in the future?
- Some of the more prevalent issues facing this area today appear to be A, B, and C. What do you see as the top challenge in the field? What needs to occur to meet that challenge?

### Questions Relating to the Organization:

- Tell me about your organizational culture.
- What is the corporate culture like here?
- Which firms do you consider your competitors, and how do they differ from your company?
- What do you look for in co-workers?
- I noticed from your website that XYZ's primary services are A, B, and C. It was interesting to read how C service is doing well in the US market. Why do you think it has been so successful?

### Questions Relating to Skills/Resume:

- What are employers looking for regarding skills, education, and experience?
- What makes an impressive resume in your opinion?
- Would you be willing to provide feedback to my most current resume? I would be happy to email it to you.