

## **Preparing for an Informational Interview**

### **Module 2: Building an Actionable Career Plan**

First, email your contact introducing yourself, explaining your intentions and requesting a time to talk.

Next, plan for the informational interview using the Informational Interview Planning Grid.

- Add in the contact name.
- Consider if you have any existing network connections. Could you ask someone else for an introduction?
- Research their education and position.
- Identify specific questions to ask.

Conduct the informational interview when you are ready! Remember to be professional and gracious. A few tips:

- Follow up with a thank-you email 24-48 hours later.
- Reflect on the process. Use the information you learn to move forward in or revise your career plan.