

## Exploring Careers & Choosing a Major - Action Plan

### The Informational Interview

#### Step 1:

List 3-4 adults (think of family, parents' friends, professors, staff, former employers, etc.) that you could speak with in order to learn more about their careers. Include either their contact information (email and/or phone number) or how you can get their contact information.

Person 1: Name and contact information or how I can get the contact information.

Person 2: Name and contact information or how I can get the contact information.

Person 3: Name and contact information or how I can get the contact information.

Person 4: Name and contact information or how I can get the contact information.

#### Step 2:

Think of three questions you could ask to learn more about their careers. Two examples are provided for you. Write out three additional questions.

**Example 1:** How did you find your current job?

**Example 2:** What does an average day look like?

Question 1:

Question 2:

Question 3:

**Step 3:**

Asking for additional referrals is an important step. Remember to ask if they know anyone who works in the field or a similar field whom you could contact for additional information.

Going back to your list, pick at least one person, contact him/her and schedule the interview. Fill in the following information after you schedule the interview.

Name:

Interview date & time:

Interview location:

**Step 4:**

Don't forget to send a thank you note! What might you include in a thank you note or email? Write a brief draft of your thank you note and keep in mind that your language should be professional.