



Classroom Activity: How to Ask for an Informational Interview

You want to learn about an industry or job and need an informational interview to do so. The key is a well-written email introduction that makes the person want to meet and talk with you.

There are four main scenarios in which you would ask for an information interview, as found on pages 143-150 of *Wait, How Do I Write This Email?* Read the appropriate template to familiarize yourself with the strategy. Then, follow the instructions below.

Instructions:

- Identify the company and job you want to pursue (or the college you hope to attend).
- Use the appropriate template from pages 143-150 as a guide to craft your own email. Identify key words and phrases that make the guide sound professional.
- Do not copy entire sentences directly from the text. Instead use the key words that you identified earlier.
- Read your email out loud to make sure there are no typos or awkward phrases.

Be ready to share your email and discuss what you wrote.

Remember to:

- Include links that showcase your work or ability when possible.
- Discuss an aspect of the employer's career and why you find it notable.
 - o You will need to use the internet to research the employer you address in the email.
 - o When you visit the company's website, look for a page called Staff Bios or something similar. You can also look at the person's LinkedIn profile or google his/her name to see if any articles appear that feature the person.