EMERGE
with RUBIN

Teacher Notes: How to Ask for an Informational Interview

The activity shows students how to write an effective email to ask for an informational interview across a variety of real-world situations. Each time, students learn to use a single email to introduce themselves, build trust and show authenticity.

Learning outcome:

A well-written "cold call" email for an informational interview can open a new door and lead to career opportunities in all kinds of ways.

Notes for the exercise:

- There are four email templates to use for this exercise, and they're found in the "Reference" tab online or the activity PDF. Have your students use the template that applies to their situation. If everyone in the room is unemployed, for example, they can choose to write an email to a company where they have a connection or a company where they don't.
    - o The key is for students to understand how to describe their own skills and do research on the other person or the other person's company. **This activity is a great opportunity to use the internet for the research component.**
        - ▪ Stress how the details make the email stand out and the person more likely to agree to an informational interview. The details will say to the person, "Wow, what a thoughtful message. I didn't expect that."

Question to ask your students:

- How did you describe your own abilities, and did you include any links?
- What information did you include about the other person, and why do you find it interesting?

Skills the Students Learn	Standards for Literacy in Science and Technical Subjects
Self-representation	Introduce a topic and organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a unified whole; include formatting (e.g., headings), graphics (e.g., figures, tables), and multimedia when useful to aiding comprehension.
How to act in a professional manner	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
How to write with attention to detail	Use words, phrases, and clauses as well as varied syntax to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.
How to do research	Conduct short as well as more sustained research projects to answer a question (including a self- generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.