

What is an informational interview?

An informational interview is a method that individuals often use to acquire industry and career specific knowledge by meeting with someone that is currently working within the industry. It is also a helpful way to expand your professional network.

What if I'm not looking for a job, can I still interview? How do I approach someone I'd like to interview?

Absolutely! Although informational interviews can result in a job offer, their purpose is to broaden ones knowledge and are therefore open to anyone. If you are not looking for a job, seize the opportunity to learn about something you have always wanted to know. One approach is to engage a person of interest by introducing yourself, your current role, and indicating that you would like to learn more about their organization and line of work.

For example: Good day [insert name here],

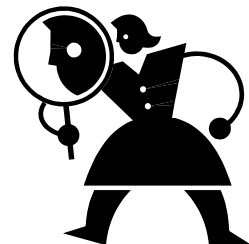
I am currently working within the [insert job e.g. the health care industry as a nurse]. I am a firm believer in personal development and try to regularly conduct informational interviews with individuals outside of the industry to expand my knowledge within different areas of interest. I understand you are extremely busy, however, I wondered if you might have 20-30 minutes to meet with me and discuss some of your career history and the current trends within [insert industry/organization]. I am particularly interested in understanding [insert fact that suggests you have done your homework and looked into the industry, this could be as simple as something in the news].

For more information about informational interviews, please refer to our tips sheet.

Do you have a career question? To ask us, please contact:
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** Please note: recommendations will vary according to the recruitment group or company that you are talking to.*