



Practice your 30 second pitch with a few people as they engage you in a career conversation, resume review and/or mock interview

Why Do It?
SUCCESS
comes through
WHO YOU KNOW
and
WHO KNOWS YOU

1. Before the Interview

2. During the Interview (Take Notes)



Do Your Research

Do initial research to gain a basic understanding of the occupation or field.



Target a Professional

Start with friends, family, Career Center Staff and professors. Use LinkedIn and professional associations to connect with alumni or others in the industry.



Contact

Request an appointment via phone/ email. Be specific with your request and flexible with your availability. Respond promptly and stick to agreed meeting date.



Prepare & Impress

Confirm appointment, dress appropriately, know where you're supposed to be, and show up on time. Have questions ready and take light notes. Thank them for their time and send a thank you note or email within 24-48 hours.

CONNECT

COMMUNICATE

DISCOVER

CLOSE

Introduce Yourself (What's your intro?)

Share Purpose (Why did you contact them?)

Ask Questions (What do you hope to learn from them?)

Thank the Person (Why are you appreciative?)

3. Who did you contact? What did you learn & what are your next action steps?

Name | Organization | Contact Info | Date



Questions to Ask...



How would you describe a typical day or week in your role? What key strengths, skills, and abilities do you use to succeed in your position?



What experiences are most helpful for successful preparation for (or transition into) this field or position?



What are the rewards and challenges of this position?



What are the key trends, issues, opportunities and challenges you see?



What are the most important things I should consider as I learn more about this field?



What other resources or people should I connect with or learn more about?



Would you be willing to refer me to other people willing to help me in my research and exploration process?