Informational interviews are a great way to gain first-hand information from someone who is in a career, industry, and/or company that interests you. You can even ask the alum for advice on ways to help you learn more about how to best prepare for that career, as well as job search advice, especially as an international candidate.

Even though informational interviews can be helpful in identifying job and internship opportunities, it is important to never directly ask for a job. Instead, let them know that you are looking for a job/internship, and use the informational interview as an opportunity to build positive relationships with other international alumni.

**Informational Interview Etiquette:**
- Contact the person you are interested in meeting with via email, The Maroon and Gold Network or LinkedIn. Be sure to state how you got their information. Ask if they would be willing to do an informational interview and include a length of time. You could suggest meeting at a local coffee shop or somewhere that is convenient for your contact.
- Dress business casual (dress shirt and dress pants) and arrive 10 minutes early to your appointment. Treat this as a professional interaction, this person may one day be your colleague or supervisor!
- Before your meeting, go to the website of the company the alum works for so that you have a basic understanding of the organization such as products, services, mission statement, job positions, etc.
- Be prepared with questions. See examples of questions below.
- Bring a copy of your resume—your resume will help the alum get to know you a little better, and you may want to ask for feedback about how you could improve upon it for that industry.
- After the informational interview, send a thank you note that states what was helpful from your meeting and stay in touch with your new contacts.

**Example Questions:**
- What has your career path been? What are the typical career paths in this field?
- What entry level positions exist in this field?
- What type of experience and education/training does your organization and/or the field value?
- What are the best methods for searching for an internship or job in this field?
- What tips do you have as an international candidate job searching?
- How does your organization recruit candidates?
- How did you speak with potential employers regarding your visa status?
- What is the interview process like at your organization?
- What does your organization and/or field look for in job candidates?
- What current trends are you seeing in this field?
- Would you look over my resume and provide some feedback about how I could better market myself?
- What skills or qualities are important for this position and/or industry?
- What are your main responsibilities as part of your current job? Do you work mostly alone or on a team?
- Can you describe one current project you are working on?
- What is the organizational culture of this company?
- If you were a college student again, what would you do differently to prepare you for this job?
- Is there someone you would suggest I speak with to gain more information about this career?