What to Ask

- Establish rapport by asking about their personal career path and choices.
- Organizational culture, lifestyle issues.
- Industry changes, challenges, trends.
- Anticipated areas of growth within the organization.
- Their main competitors.
- Advice on specific coursework, skills development, ways to break into the field.
- View toward/use of interns within the office.
- References for other people you can speak with.

During the Interview

- Dress appropriately and remember that you are always under scrutiny - info interviews can turn into jobs or internships!
- Be observant - take in the culture, environment, etc.
- Keep track of the time and "steer" the conversation to make sure you get the answers you need.
- Take opportunities to interject your selling points ("that reminds me of the time that I was managing a project in Mali and...").
- Listen and take notes.

Following up

- Send a thank you letter or email. No exceptions.
- Follow up on leads they provide and report back on results.
- Keep in touch - let them know what happens to you.

Sample E-mail: Networking with Alumni

Dear (Mr. or Ms.) ______________________: (do not use first names with those you do not know)

I am currently a second year graduate student at Georgetown University in the School of Foreign Service with a concentration in __________________________. I obtained your contact information from the Hoyas OnLine database. You are working in the area of Foreign Service I am interested in pursuing as a career and I am eager to learn more from a current practitioner. I would greatly appreciate the opportunity to talk with you for 15 minutes to ask some questions that I have prepared and obtain some career advice.

Should you wish to know more about my background, I have attached my resume. I am available to talk on Thursdays, between 10a.m. and 12 p.m. and Fridays between 8a.m. and 10 a.m. Would any of these times be convenient for you? I would be grateful for any career advice you could share with me and look forward to hearing from you.

Sincerely,
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