

A networking interview can help you make connections and begin building relationships with key people in occupations, career fields or particular organizations you are considering. The following are examples of questions you could ask during a networking interview to learn more about a career field, an industry, the job market and job search strategies. Choose 7-10 questions or adapt the questions to fit your specific situation.

Preparation Questions

- *How did you begin your career?*
- *What types of experience are essential?*
- *What skills and talents are most important in this field?*
- *What type of employment or internships would you recommend?*
- *What courses, training and experience has been most helpful to you in your present work? What do you feel is the best preparation for this kind of work?*
- *What are some common career paths in this field?*
- *What kind of entry-level opportunities exist in the field?*
- *Is graduate school important for someone in this field?*

Future of the Industry or Career Field Questions

- *How rapidly is your field growing?*
- *If you were going to change direction now, where would you go?*
- *If your work was suddenly eliminated, what different types of work do you think you could do?*
- *Can you recommend trade journals, magazines or professional associations?*
- *What current issues and trends should I be aware of?*

Nature of the Organization Questions

- *What is the organizational structure?*
- *How would you define the office culture?*
- *What is the average length of time employees stay with the organization?*
- *What type of formal or on-the-job training does the organization provide?*
- *What new product lines and or services are being developed?*

Job Hunt Strategy Questions

- *How does your organization fill job openings? Is that typical of other organizations in your field?*
- *What is the best way to find out about jobs in this field?*
- *What job titles should I be looking for?*
- *What aspects of my background should I highlight or sell the most?*
- *What qualifications or experience do you look for when interviewing people for this job?*
- *What impresses you in a resume from someone who is applying for a job in this field?*
- *What advice would you give to someone who is considering this type of job?*
- *What is the profile of the person most recently hired at my level?*
- *Are there other organizations in this field you would suggest I explore?*
- *Is there a certain person within this organization that I should contact first?*
- *May I use your name when I contact them?*

SAMPLE LETTER

Jane Luther
17 Fall Road
Decorah, IA 52101
(555) 387.9999
jluther@emailaddress.com

August 25, 200X

Ms. Susan Carson
Director
Decorah Child Development Center
Decorah, IA 52101

Dear Ms. Carson:

I am an education major at Luther College and I am investigating career options in the field of education. I am very interested in preschool education and would appreciate the opportunity to talk to you about your work.

I found your article in the *Decorah Gazette* about teaching phonics to preschoolers very interesting. After reading the article and learning about the Decorah Child Development Center, I am confident that your insight would be very helpful.

I will call on Friday to request a 20-30 minute appointment.

Thank you for considering my request.

Sincerely,
Jane Luther

Jane Luther

SAMPLE LETTER

Michael Jones
SPO 1111 Luther College
Decorah, IA 52101
September 10, 200X

Dr. Bonder
ABC Clinic
Anywhere, IA 52032

Dear Dr. Bonder:

As a junior at Luther College, I have begun taking classes in my major field of psychology. I am especially interested in the adolescent therapy track, and would like the opportunity to schedule an interview with you to learn more about the day-to-day activities of an adolescent therapist.

I was fascinated with the approach to therapy that you described in your recent article in *Adolescent Therapy Today*, and I feel you would be one of the most helpful people in the field that I could possibly interview.

I know you are very busy, so I assure you our meeting will be brief. It would be wonderful for me to meet with you face-to-face and see your clinic, but I am also open to interviewing by phone or e-mail. I will give you a call next week to find a time that is convenient for you and I to meet for about a half hour.

Thank you so much for considering this request.

Sincerely,
Michael Jones

Michael Jones

SAMPLE LinkedIN EMAIL

Dear Dan Nortel:

I am a junior communication studies major at Luther College and I found your name through the Luther College LinkedIN group. I would like the opportunity to speak with you about your organization, how you got into your field and to get your perspective and advice as I consider my own career path.

Would you be willing to set aside 20-30 minutes for an interview? I am open to further correspondence by e-mail, phone or in person if you prefer.

Feel free to reply to this email (youremail@luther.edu) or call my cell phone: 333-333-3333. Thank you in advance for your consideration.

Sincerely,
John Norge
Luther College

PHONE CALL SCRIPTS

Follow-up to a Letter

Hello, My name is _____. I am calling to follow-up on a letter I sent last week. Is this a good time to talk? [Wait for a response.] I am calling to arrange an interview with you to discuss _____ (industry, professions). I would like to meet with you one day next week. Do you have a half hour next Thursday afternoon? (Verify the address, date, time, and location before you hang up.) Thank you for your time, and I look forward to meeting with you.

Cold Call

Hi, my name is _____. I'm a student at Luther College majoring in _____, and I am exploring related careers. Is this a good time for you? [Wait for a response.] I am wondering if it would be possible for me to conduct a short interview with you so I can get your advice and find out more about your job? I promise I wouldn't take more than a half hour of your time.

Follow-up to an email

Hi, my name is _____. I am calling to follow-up on an email I sent last week. Is this a good time to talk? [Wait for a response.] As you may recall, I am interested in the _____ field, and I wrote to ask if you could spare 30 minutes to talk with me about your career. Do you think we could schedule a meeting?

Follow-up to a voice mail

Hi, my name is _____. I left you a voice-mail message earlier this week. Did I catch you at a good time? [Wait for a response]. I was calling to see if I could arrange to interview you briefly about your career.