

# Know Your Professional Guide

Professional Name:

Major/Field of Study:

**Use this guide to know how to conduct informational interviews with your professional.**

## Who is Your Professional?

## Your Preparation

Company Name:

Current Job Title/ Position:

Current Location:

Email Template to Schedule Interview:

Scheduled Time for Interview:

Medium for Appointment:  
*(Zoom, phone, in-person)*

## Guide for Informational Interview

***Do not ask for a job in the informational interview***

Additional Companies/Professionals to Contact:

What two things did they mention that I should include in my 'thank you' note?

## Follow-up Plan