

Sample Telephone Conversation Requesting an Informational Interview

YOU: Mr. Jones, this is _____. I am a _____. I received your name from _____. I was wondering if we could set up a time that I could speak with you for 15-20 minutes to learn about _____. Although I'm not currently looking for a job, I have become very interested in _____ and would like to learn more about how to enter the field.

PROFESSIONAL: Hello, Ms. Smith. I would be happy to do so, but right now isn't a good time. Could we set up something for next week?

YOU: Certainly. Tell me when you are available and I'll give you a call back.

PROFESSIONAL: I am open on Tuesday from 3-5pm or Wednesday from 11-12:30pm. Would any of those times work for you?

YOU: Yes, 4pm on Tuesday would be great. Let me confirm, are you on Eastern Standard time?

PROFESSIONAL: Yes.

YOU: Excellent. I will call you then next Tuesday, June 21st at 3pm at 574-222-1234. Is that correct?

PROFESSIONAL: Yes, that is correct.

YOU: Thank you so much for your time. I will look forward to speaking with you next week.