Sample Informational Interview Request (Email):

Dear Mr. Elon,

During my recent search of the Elon Alumni LinkedIn group, I learned that you graduated from the Love School of Business with a Bachelor's degree in Finance. From your profile, I learned you are currently working as an Investment Banker with Morgan Stanley. As a current LSB student and Finance major, I am thinking about career options as an Investment Banker. I think the skills that I developed through related coursework, internships, and previous job experiences will allow me to be successful in this type of career.

I have looked into Morgan Stanley Investment Banking programs and I wanted to know if you are available for 15 minutes to answer questions I have about the field and discuss your experience after graduating from Elon. I believe that it is essential for me to gain a realistic perspective about the Investment Banking world.

Thank you for taking the time to review my request. I look forward to hearing from you.

Sincerely,

Elon Student

Sample Thank You Note (Email):

Dear Mr. Elon,

Thank you for the opportunity to learn about your experiences at Elon University and with Morgan Stanley. I found the information you provided me about the Investment Banking career very helpful and it has already impacted me as I set out on my own career search. I enjoyed learning about the opportunities available for me as a sophomore and I plan to apply for Morgan Stanley's Sophomore Analyst Program.

I appreciate the time you took to meet with me. Thank you for offering to review my resume; it is attached to this email.

Sincerely,

Elon Student

Steps to Conducting a Successful Informational Interview:

- Do research on the organization. This will help you create more focused questions.
- Prepare appropriate questions using what you know about the organization or field.
- Arrive on time. Be at the meeting place or call at the scheduled meeting time.
- Dress appropriately (business professional or casual). This will help you make a good first impression.
- Send a thank you note within 24 hours. Always thank the person for allowing you to interview them. It shows you appreciate their help and time.
### Questions Relating To The Person:

- Why did you choose this profession?
- What is a typical day on this job really like? What are your main responsibilities in your position?
- What do you like the most about your job? Any dislikes?
- Whom do you work most closely with and to whom do you report?
- What skills and personal qualities have helped you most during your career?
- How did you get to where you are today?
- What are the professional organizations or networks to which you belong? Which ones would you recommend to a young professional?

### Questions Relating To The Organization:

- Tell me about your organizational culture.
- What is the corporate culture like here?
- Which firms do you think are your toughest competitors, and how do they differ from your company?
- What do you look for in employees?
- I noticed from your website that XYZ’s primary services are A, B, and C. It was interesting to read how C service is doing well in the US market. Why do you think it has been so successful?

### Questions Relating To Exploring Career Opportunities:

- What advice would you give me, with the background I have, regarding the types of positions that are realistic for me to pursue? What is the best way to pursue these opportunities?
- What type of educational background, experience, skills, and personal qualities are important for this career?
- How are position openings announced to people outside of the organization?
- Are there other colleagues or associates you recommend I contact?

### Questions Relating to Skill/Resume:

- What are employers looking for in regards to skills, education, and experience?
- What makes an impressive resume in your opinion?
- Would you be willing to provide feedback to my most current resume? I would be happy to email it to you.

Contact the Porter Center Professional Center to set up an appointment:

**Phone Number:** 336-278-6064  
**Email:** lsbcareer@elon.edu