

Guidelines for an Informational Interview with an Alumni Mentor

- Put “Stockton Alumni Career Network” in the subject heading of an email, if you are contacting them via email.
- Ask for a specific amount of time – either a half-hour or an hour is appropriate – but be willing to accept the amount of time they can give you. If you are contacting the mentor by phone, be prepared to go ahead with the interview right then, if the mentor is free at that time.
- Beforehand, learn as much as you can about the organization.
- Write down the questions that you wish to ask (see below for Sample Questions to Ask).
- Be able to identify what you are looking for from them – knowledge of the field or of specific types of jobs, leads on where to search for jobs, suggestions on how to acquire experience that would help you land a job in their field, etc.
- Plan to take notes. There may be names, phone numbers or other information that you’ll want to remember.
- For an in-person interview, dress as you would for a regular job interview. Because as much as 80 percent of all jobs are never advertised, you should be prepared to make a good impression and be remembered by the employer.
- Don’t ask for a job. Mentors have agreed to career information and advice only.
-

Sample Script for Contacting an Alumni Mentor

: Put “Stockton Alumni Career Network” in the subject heading of an email. The email message should be carefully written and kept short – no more than 5 to 7 sentences.

Subject: Stockton Alumni Career Network

Dear Ms. Alvarez:

I am a student at Stockton College majoring in _____. You are listed in our Alumni Mentor database as someone working in the field of _____. I am calling to request a half-hour of your time to ask you about your job and about this field as a career.

I have attached my resume to give you an idea of my background and education. I would appreciate a chance to meet with you or talk with you by phone at your convenience. Please let me know what times and dates would work for you, and I will confirm a time when I hear from you. My phone number is _____.

Thank you for offering to help Stockton students. I look forward to learning about your experiences in the field of _____.

Sincerely,

(name)

(contact information)

Prepare what you are going to say; you don't have to write out every word, but have notes in front of you to help you remember what you want to say. Try to make it like a conversation

Hi, Mr. Johnson.

My name is _____ and I am a student at Stockton College. I am exploring a career in the field of _____, and you are listed in our Alumni Mentor database as someone working in this field. I am calling to ask if you would meet with me for a 30-minute information interview, so I can learn more about your job as a _____

