As part of your academy experience, you will be conducting informational interviews with partners to learn more about careers that interest you. Informational interviews are conversations usually conducted over the phone or in a video conference but may also be conducted in person.

You are responsible for:

* Identifying companies, careers, or industries that you want to learn more about
* Contacting professionals who work in these fields using your professional workplace skills
* Creating questions and then interviewing these professionals
* Following up promptly with a thank you note and reflect on your experience

Use the worksheet below to track potential organizations and professionals whom you might contact for informational interviews. You can copy and paste the table to add more entries.

**PLACES YOU CAN LOOK FOR POTENTIAL ORGANIZATIONS/PROFESSIONALS TO INTERVIEW**

* [Professional associations](https://www.careeronestop.org/Toolkit/Training/find-professional-associations.aspx)
* [Non-profit associations](https://www.idealist.org/en/organizations?q=)
* [Local Chamber of Commerce directory](https://www.uschamber.com/co/chambers)
* [Service Corps of Retired Executives (SCORE)](https://www.score.org/)

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| What is a company, career, or industry you are interested in? |
| What are some companies, organizations, or government services that are related to this field? |
| Who do you know who may work in this field? Who serves on the Academy advisory board from this field? Ask your classmates or teacher for help, if necessary. |
| Is there a specific title or person that you’ve identified as a potential interviewee? |