

ALBERTA WORK SEARCH ONLINE



Follow these three simple steps to develop a script for information interviews.

- 1** Make several copies of this worksheet. Your script may be different for each contact.
- 2** Following the prompts, write down what you plan to say. Be brief but specific.
- 3** Avoid memorizing your script or reading it to your contact word for word. Practice getting your main points across using words that seem natural to you.

Date:

Script for (indicate name of contact here):

Briefly introduce yourself. Include some information about your background if appropriate.

Tell the person you're interviewing how you found out about them (e.g. referral, website, job ad, newsletter or other publication, business pages, etc.).

If you have any knowledge about the occupation, industry or company, referring to it at this point will catch the contacts attention:

Depending on what you want from the interview, ask for:

- the information you're looking for, based on the **Deciding what questions to ask worksheet**.
- feedback or advice about your skills or resumé.
- referrals— ask if you can use the person's name or if you can contact them in future for additional information.
- Other support or information.

Thank the person at the end of the meeting, email or phone call. Note any additional follow-up required.

