

# 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_