

BEFORE THE INTERVIEW

Consider what your goal is. Do you want to ask about a specific job? Company? Industry? Do you want advice on how to make the most out of college? How to choose a major? Search for individuals on Loyola Connect and/or LinkedIn who have relevant experiences.

When you find someone you'd like to connect with, reach out to them with a brief, gracious message. For example:

"Hi Pat, my name is Jamie and I am a junior History major at Loyola University Maryland. I am very interested in learning more about your career path in housing policy with the federal government. Would you be willing to share 15-20 minutes over the phone? I have availability next Wednesday between 2:00pm and 5:00pm or Friday between 9:00am and 12:00pm. If one of those works for you, I am happy to call you at a convenient number or you can reach me at 410-123-4567. Thank you and I hope we can connect soon!"

Your Notes:

START WITH GRATITUDE AND SOME BACKGROUND ON YOU

Begin by saying thank you for their time! Then, share a little bit about yourself: things like your class year, hometown, things you're interested in studying, 1-2 personal interests or activities you're involved in, etc.

Your Notes:

BE PREPARED WITH GOALS AND RELATED QUESTIONS