



**Has timing prevented you from experiencing a job shadow or internship? Are you ready to reach out to a business leader, but need help knowing how? Use this document as a tool to begin exploring diverse careers within our business community. It's your future now!**

**GET STARTED!**

1. Which type of company do you want to learn more about? Call them!
2. Introduce yourself and explain why you're calling (share your career interests, grade, school you go to, etc.) and ask when a good time would be for you to run through a few informal interview questions.

**Informal Interview Questions:**

- Why did this type of work interest you and how did you get started? \_\_\_\_\_  
\_\_\_\_\_
- What experiences led to this career? \_\_\_\_\_  
\_\_\_\_\_
- Why did you decide to work for this company? \_\_\_\_\_  
\_\_\_\_\_
- What sorts of changes are occurring in your occupation? \_\_\_\_\_  
\_\_\_\_\_
- How do you progress in this field? \_\_\_\_\_  
\_\_\_\_\_
- What is a typical career path in this field or organization? \_\_\_\_\_  
\_\_\_\_\_
- Did you enter this position through a formal training program? If so, which? \_\_\_\_\_  
\_\_\_\_\_
- What abilities or personal qualities do you believe contribute most to being successful in this field? \_\_\_\_\_  
\_\_\_\_\_
- Do you have any feedback for me based on our conversation? \_\_\_\_\_  
\_\_\_\_\_
- If the situation allows, ask for them if they would be willing to review your resume and provide feedback.