

COFFEE

CHATS

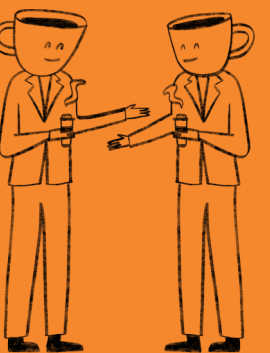


TO



**THE POWER OF
INFORMATIONAL
INTERVIEWS**

*Information
is
Power*



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COFFEE CHATS WITH A PURPOSE

YOUR GATEWAY TO NEW CAREER POSSIBILITIES

What is?

AN INFORMATIONAL INTERVIEW

- A conversation to learn about someone's job, company, or industry
- Not a job interview, but a networking tool
- Great way to explore careers and build professional relationships

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Why?

INFORMATIONAL INTERVIEWS MATTER

- **Learn the Inside Scoop:** Get real-world insights beyond job postings.
- **Discover Career Paths:** Explore roles and industries you may not have considered.
- **Understand Company Culture:** Hear what it's really like to work there.
- **Build Connections:** Grow your network in a meaningful, low-pressure way.
- **Uncover Opportunities:** Many jobs are shared through word of mouth and referrals.

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**IDENTIFY
THE
RIGHT
PEOPLE**



- Alumni from your school
- Former colleagues or supervisors
- LinkedIn connections in your field
- People working in roles or companies of interest

**TOP
TIPS**



- Use LinkedIn filters: title, location, company
- Check company websites for team pages
- Ask your current network for introductions

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1

MAKE
IT

PERSONAL



Mention why you're reaching out and what you're curious about.



5
INFORMATIONAL
INTERVIEW
MISTAKES TO
AVOID!



KEEP
IT

BRIEF

2

Ask for just 15–20 minutes and offer a few flexible times.

3

WRITE
SCRIPTS



Take time to write out what you'll say before reaching out. It builds confidence and clarity. We'll provide examples.



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PREPARING FOR THE CONVERSATION



Before the Chat:

- Research their role and company
- Prepare 5–7 thoughtful questions
- Know your goals, interests, and background
- Be ready to take notes

Watch
THE
Video

Informational
Interviews:
Best Questions
to Ask

TOP
TIPS

Treat it like a two-way
exchange - you're
learning, but also
leaving a positive
impression.

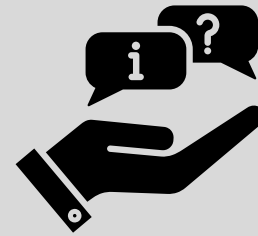
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INSIGHTFUL QUESTIONS TO ASK

Career Journey & Role

- What led you to this role, and how did your career path unfold?
- What does a typical day or week look like in your role?
- What skills or personal qualities are most important in your work?

Industry Trends & Insights

- What trends or changes are shaping your industry right now?
- How has your role or field changed over time?
- What publications would you recommend I subscribe to if I want to stay current on this industry's trends?

Advice for Job Seekers

- What advice would you give someone who's trying to break into this field?
- If you were starting over, what would you do differently?

Growth & Opportunities

- Is there anyone else you think I should speak with to learn more?

**TOP
TIPS**

Insightful questions
show you're
prepared and
engaged and help
you stand out.

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RUNNING THE CHAT



- *Start with appreciation.*
- *Be curious and conversational—not scripted.*
- *Let them do most of the talking, but be ready to share your interests when asked.*
- *Wrap up on time and thank them again.*

**TOP
TIPS**



Lead with curiosity, not
your resume.
Focus on learning from
their experience rather
than pitching yourself.
Relationship first,
opportunity second.



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SEND A THANK YOU EMAIL



- Send it within 24 hours of the conversation.
- Keep it short and specific. 2–3 sentences is enough.
- Mention something you found valuable or insightful.
- Reaffirm your appreciation and interest in staying connected.

TOP TIPS



A thoughtful thank-you note not only shows professionalism—it helps you stand out and strengthens the connection

COFFEE CHATS



Keep the connection warm!

Share updates or milestones
Send helpful articles
Comment on LinkedIn posts
Send occasional greetings

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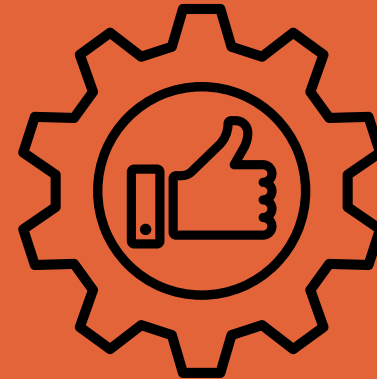
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BEST PRACTICES & ETIQUETTE



- ✓ Be respectful of their time—keep it brief and focused
- ✓ Follow up with a thank-you and future updates
- ✓ Track your contacts and conversations
- ✓ Build the relationship over time, not just one and done

**TOP
TIPS**



**DON'T ASK FOR
A JOB.
FOCUS ON
LEARNING, NOT
PITCHING**

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YOUR NEXT STEPS

- ✓ Think of three people you're curious about.
- ✓ Start by reaching out to one person in the next 7 days.
- ✓ Send a short, kind message requesting a chat.

**START SMALL!
ONE MESSAGE CAN LEAD TO
A MEANINGFUL
CONNECTION.
DON'T WAIT TO FEEL
"READY." TAKING ACTION
BUILDS MOMENTUM AND
CONFIDENCE.**



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START LEARNING, CONNECTING, AND SHAPING YOUR FUTURE

COFFEE

CHATS

Questions?



ONE COFFEE CHAT AT A TIME.

Let's Talk
Job Search



**Your Investment
Drives Your
Success**



Check our out calendar of events

- *Let's Talk Job Search*
- *Pitch Perfect Interviewing*
- *A.I. Resume Revolution*
- *The Job Search Blueprint*



SCAN ME

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DuPage County's American Job Center



I WENT TO
WORKNET DUPAGE
AND ALL I GOT WAS

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