Informational Interviews Sample Contact Record

Keeping yourself organized is important and will allow you to refer back to information easily. The sample contact record, organization profile, and job lead worksheet below are resources that can help you track and organize the information obtained after an informational interview or networking encounter.

SAMPLE CONTACT RECORD

Name: ___________________________________ Title: ___________________________________

Organization: ________________________________________________________________

Field/Industry: ________________________________________________________________

Address: ________________________________________________________________

City: __________________ State: __________________ Zip code: __________________

Phone: __________________ FAX: __________________

Email: __________________

Source of Contact: __________________

Relationship: __________________

Date Email/ Letter Sent: __________________

Date Called: ______________ Date Call 2: ______________ Date Call 3: ______________

Date Thank-you Letter Sent: __________________

ORGANIZATION PROFILE

Name of Organization: __________________

Industry/Field: __________________

Research notes: description of organization services, size, new activities, etc. (list information sources):

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________
ORGANIZATION PROFILE (continued)

Conversation Notes:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Contacts to follow up with an informational Interview with:

Name: __________________________________ Title: ________________________________
Phone: __________________________ Email: ________________________________________
Organization: _________________________________________________________________

Name: __________________________________ Title: ________________________________
Phone: __________________________ Email: ________________________________________
Organization: _________________________________________________________________

Name: __________________________________ Title: ________________________________
Phone: __________________________ Email: ________________________________________
Organization: _________________________________________________________________