

QUICK START CHECKLIST

Preparation:

- What do you want to do?
- What is your value to an employer?
- Ten questions for an expert in your field
- Two practice informational interviews

Weekly outreach:

- Make a list of ten people who
 - Are doing something you might want to do
 - Are working for an organization you might want to work for
- Call/email 10-20 people, stating
 1. Who you are: "I'm a student at..."
 2. How you found them: "I came across your name..."
 3. What do you want: "I'd like to arrange a time to get your advice..."
- Reach back out to unanswered outreach from prior week
- Schedule two informational interviews

In each interview:

- Briefly introduce yourself and why you asked for the meeting
- Ask your questions and follow your interests
- Take notes (challenges, shared interests, advice, commitments, referrals, etc.)
- Thank the person: "Let me know if I can return the favor."
- Who else would they recommend you speak with?

Weekly follow up:

- Results of any referrals received?
- Follow through on any commitments made?
- Provide help with any problems?
- Something remind you of your conversation?

