

Informational Interviews: Networking for a Lifetime

This book is a work in progress. It should be available for publisher review by March 1, 2016.

The informational interview process uses the free help of a network of professionals to find the perfect job for you. After you find the job, you use and build the network to develop your career.

Book Outline

1. What are Informational Interviews?
2. What are their Benefits?
3. How do you Prepare?
 - a. Website
 - b. Facebook
 - c. LinkedIn
 - d. Other Social Media
4. The Types of Resumes
5. The Database
6. Who to ask First
7. What to ask for
8. How to Follow-up and Express Gratitude
9. Who to ask Next
10. How to Build a Network
11. The Importance of Staying in Touch
12. Announcing the Job
13. Maintaining and Building the Network
14. Using Informational Interviews for Research
15. Resources
16. Sample Documents
 - a. Interview request letters
 - b. Thank you letters
 - c. Resumes
 - d. Database maintenance