Activity: Prepare for an informational interview with a City Year alum (or pers	son
you would like to learn more about)	

Purpose:

How to write an email requesting an informational interview phone call:

Note: The shortest distance between you and a really good connection with anyone you want to connect with is a short, well-written email. For more in-depth tips on the importance of writing in networking and building your network, including City Year examples of different kinds of emails, please read this resource: The Importance of Writing in Networking.

The email format for a first email can be really simple:

- Greeting: Hi [name], Hope you are doing well. My name is \_\_\_\_\_\_, and I am a currently serving AmeriCorps member with
- Context for how you found them: ésumé or LinkedIn profile]
  through the City Year
- o Share your career or educational goals or interests in one-three sentences.
- o Make the ask: , but I would greatly appreciate if you would be willing to schedule a 20-30-minute phone call over the next couple of weeks so I can learn more about your career/education path in [add the industry, graduate program, etc.]?
- Ose with gratitude: or considering my request and hope to hear from you. Sncerely, [your name]

How to prepare for an informational interview:

(or read through their résumé if they are among the alums who shared) to learn about their career, education and volunteer experiences (especially early career experiences after City Year) knowing this background info can help you be