Informational interview and coffee chat notes

Notes from a career conversation: their path, advice, people they suggested and your follow-up.

NAME

DATE

NAME AND ROLE

COMPANY

DATE

HOW WE CONNECTED

How they got into this work:

What a typical week looks like:

Skills they said matter most:

Advice for me:

People or resources they suggested:

THANK-YOU SENT ON

NEXT CHECK-IN