

Investigate and Network

WHY?

Explore and clarify your career goals while expanding your professional network.

Will help build your confidence for job interviews.

WHAT?

Obtain insider information and learn what is needed to excel in a particular job.

Become part of the hidden job market!

HOW?

Identify an occupation you want to explore.

Find people to interview (networking worksheet).

Prepare in advance, dress professional, send a thank you email.

Sample Questions to Ask

- Tell me how you got started in this field. What education or related experience might be helpful in entering this field?
- What are the daily duties of your job? What are the working conditions? What skills/abilities are utilized in this work?
- What are the toughest problems you deal with? What problems does the organization as a whole have?
- What obligation does your work put on you outside the work week?
- How much flexibility do you have in terms of dress, work hours, vacations?
- What do you find most rewarding about this work?
- What salary level would a new person start with? What are the benefits? What are other forms of compensation?
- Is turnover high? How does one move from position to position?
- What trends do you see for this industry in the next 3 to 5 years?
- How well-suited is my background for this field? How would I go about finding a job in this field?
- What suggestions do you have to help make my resume more effective?
- What are the most important factors used to hire people in this work (education, experience, personality, skills).
- Will you refer me to 3 other professionals I can speak with? May I have permission to use your name when I contact them?
- Do you have any other advice for me?

To: Put the agency contact here
From: Your Fresno State email (@mail.fresnostate.edu)

Subject: Dr. Tanisha Garcia Referral - Informational Interview Request

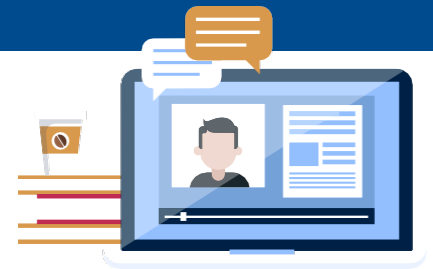
Dear _____,

My name is _____ and as a current public health student at Fresno State, I am very interested in working in Health Administration or Public Health. My professor, Dr. Tanisha Garcia, suggested I reach out to you based on my interests in your current role in the healthcare industry.

Would you possibly be available for an informational interview? I would love to hear more about what you do, and how you got your start in the field.

Please let me know if you are available to meet sometime next week. I know time is valuable and I want to respect yours. If your schedule doesn't allow, what about a 10 minute phone conversation or Zoom session? I look forward to hearing from you soon.

Sincerely,
your name Public Health Student | your phone number



Networking Brainstorm Worksheet

Every person you meet has the ability to connect you to (potentially) hundreds more people. The reality is... we don't know who everyone else knows. Our best bet is to have genuine, useful relationships with as many people as possible. Anyone can be a lead, give you a lead, or offer you a resource about the occupation of your choice.

Brainstorm people you know and think who can be a lead, give you a lead, or offer you a resource

The diagram features a central blue circle with the word "YOU" in white. Four red rectangular boxes are arranged around it, connected by dotted lines: "FRIENDS" (top-left), "FAMILY" (top-right), "FACULTY AND STAFF" (bottom-left), and "CLASSMATES AND ALUMNI" (bottom-center). To the right of the "FAMILY" box is another red box labeled "PROFESSIONAL ASSOCIATIONS". Each of these five boxes is followed by a vertical column of ten horizontal lines for brainstorming notes.