Informational Interview Log Sheet

Date of Interview: _____/___/______  Thank You Letter Sent: _____/___/__________

Organization: ______________________  Department: ____________________________

Last Name: ______________________  First: __________________  Initial: ______

Title: ______________________________  Email: ____________________________

Business Address: ____________________

Business Phone Number: __________________  Business Fax: _____________________

Assistant's Name: ____________________

Referred by: ________________________

New Referrals: ______________________

Can you use this new contact’s name? ______________________

General Advice: ______________________

Most able to help with: ______________________

(Primary Objectives) ______________________

May be able to help with: ______________________

(Secondary Objectives) ______________________

Follow-Up Date: _____/___/______  Re: ______________________
His/Her Interests:  

General Comments: