



ECO

University of Virginia
Economics Career Office

Monroe Hall, Room 228
P.O. Box 400182
Charlottesville, VA 22904

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:
