

Career Research Interview Part 2

Due Friday by 11:59pm **Points** 60 **Submitting** a file upload **File Types** doc, rft, wps, docx, odt, and pdf

Brief Description: Learn more about a career you might be interested in pursuing by conducting a 30-minute career research interview with a professional of your choice. Potentially, this assignment could greatly influence your career goals.

After you have conducted the interview, write a memo analyzing the information you gathered from the interview and its impact on your career goals for Part 2.

Part 2: Interview Analysis Memo

After conducting your interview, submit the following materials:

- Interview Analysis Memo
- A copy of a formal thank-you letter written to your interviewee

The Interview Analysis Memo should include:

1. A brief introductory paragraph describing the purpose of the memo
 - a. Give a brief overview of your memo's contents, including conclusions your interview has led you to.
 - b. Introduce each of the topics that you will address later in the memo.
 - c. This paragraph should not have a heading.
2. A section for each of the 3 to 4 topics addressed in your interview as well as for clearinghouse questions
 - a. Each section should have a short descriptive heading.
 - b. In 2-4 paragraphs, describe some of the important points that your interviewee made about the topic.
 - c. Make conclusions about the career based upon what your interviewee said.
 - d. Do not report everything that your interviewee said.
 - i. You may occasionally quote your interviewee, but these quotes should be short.
3. A section that discusses how what you learned in your interview affects your interest in that career field
 - a. Use the heading "Analysis of [career you interviewed on] as My Career Choice" for this section.
 - b. In 2-4 paragraphs, describe how specific information you learned about each topic in the interview has impacted your career plans and goals.
 - c. Recap the conclusions that you made in previous sections and explain how they affect your interest in the career.
 - d. Plan your next step in pursuing this career or in reevaluating your career choices.
4. A section that describes what you have learned about the process of conducting an interview
 - a. Use the heading "Analysis of My Interviewing Experience" for this section.
 - b. In 2-4 paragraphs, review your experience conducting an interview.
 - c. Talk about your strengths and weaknesses.
 - d. Propose what you'll do differently in future interviews.
5. A closing paragraph that briefly summarizes the main points of your memo

Use memo format and the following guidelines:

- Refer to "E-mail Messages and Memos" on Adler & Elmhurst 405-407 in the 11th edition (blue cover) or 460-463 in the 10th edition (white cover) for style instructions.
- Use standard memo heading, (In order: Date, To, From, Subject).
- Address the memo to your instructor and title your subject "Career Research Interview Analysis."
- Do not include a letter salutation (No "Dear Tim,").
- Use correct spelling, grammar, and punctuation.
- Times New Roman, 12 point font, no color.
- Headings should be bolded, skip 1 line before and after each heading
- Paragraphs should be single spaced.
- Skip 1 line between paragraphs, do not indent.

Formal thank you letter should

- be sent to your interviewee 1 or 2 days after your interview.
- use formal business letter format and style (see "Formal Business Letter" handout on Canvas Files page and "Letters" in Adler, Elmhurst & Lucas 11th edition 408-409).
- contain at least three paragraphs.
 - First paragraph: express sincere thanks and mention two or three concepts you learned from the interview
 - Second paragraph: expand on one of the concepts you learned, explaining exactly how the information will help you.
 - Third paragraph: reiterate your gratitude without repeating your first paragraph

Adapted from SLCC Comm 1010 Course Packet A6-A9