Career Report: Initial Contact Letter & Questions

Comm 234

St. Lawrence College

# **Initial Contact letter and Questions (10%) due: Sunday, September 22nd, uploaded to blackboard – Letter and Questions in a Word doc.**

# After having your chosen interviewee approved by me, Sean, draft a letter of initial contact requesting a meeting and interview and come up with 20 industry appropriate (and respectful) questions. Use the template provided in this word document and sort your questions into at least four subheadings (see below and don’t be afraid to get creative).

The letter must be formatted with proper Business Letter guidelines, which can be found in the “Emails and Business Letters” attachment. The letter and the questions should be formatted into one document with APA formatting and a proper title page. \*Hint using this document follows APA guidelines.

# 4.0 The interview

This is not a transcript. Include the content of the interview here. See **example** subheadings below. The headings in this section will be guided by each specific interview. Do not use the questions as headings. Be sure to introduce the interview and cite the name of the interviewee in each section. See ‘Useful Resources’ in Blackboard for how to appropriately cite the interview. Include the following.

* Reiterate the interviewee’s name, position, title, and name of organization
* Indicate how the individual was contacted, and include a copy of the initial email/letter as Appendix A (Always introduce appendices in the text of the document – include the words ‘See Appendix A’)
* State time and format of interview
* Include the list of questions as Appendix B (refer to the appended document in your text- include the words ‘See Appendix B’)

## 4.1 Subheadings for this section will vary

Creatively integrate secondary source information with information gathered from the interview.

## 4.2 Career Overview

Education, training, skills, experience - Headings in this section will be different for each student as the headings will align with the information gathered in the interview and through research.

## 4.3 On-the job demands

… These headings are suggestions. Each student’s content will dictate the headings.

## 4.4 Typical day

…..

## 4.4 The Importance of Communication

……

**DOCUMENT DESIGN REMINDER:** ensure all spacing is even. Look for balance between words and white space. Be aware of spacing between headings and subheadings. **Be sure to place headings closer to the text they are heading.**

# Appendix A- Initial Contact

Regardless of whether your first contact will be in person, via email, or through another media, you must write a professional introduction/request. Even if you intend to send an email, submit the letter in block letter format.

***Note:* Make sure your appendices are referred to in the content of your document**

# Letter Guidelines

Remember that you are asking for a favour, so phrase your request accordingly. Have a ‘hook’; how can you persuade a busy person to spend time with you?

For this letter, you should consider the following points

* Identify who you are (a student at SLC)
* Explain why you are writing
  + Be polite and gracious
  + Carefully select words to reflect a professional tone (the assignment should be secondary- you are interested in learning)
* Indicate that you will not take up much time
* Provide essential information regarding the interview
  + - Indicate potential interview channel options
    - **Ask permission to share the information in a report and presentation**
* Indicate that you have attached a copy of the potential questions
* Reinforce that you are grateful for the opportunity
* Indicate how **YOU** will follow up
* Provide your contact information

# Appendix B- The Questions

***Note:* Make sure your appendices are referred to in the content of your document – each appendix should have a unique page**

Please read appropriate pages in the course manual found on Blackboard under ‘Useful Resources’

Submit 10 appropriate, clear, specific, and non-repetitive questions to the instructor for feedback prior to the interview.