

INFORMATIONAL INTERVIEW CONTACT LOG

The Johns Hopkins University Alumni Association
Guide to the Informational Interview

Contact Information

Name _____ Company _____
Address _____ Email _____

Work Phone _____ Cell Phone _____
City _____ State ____ Zip _____ Assistant's Name _____

Contact History

Date	Name	Message
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

Interview Preparation and Notes

Key Company Facts:

Interview Notes:

Follow Up

Thank You Note Sent

Referred Individuals Contacted Name _____ Date _____
Referred Individuals Contacted Name _____ Date _____
Referred Individuals Contacted Name _____ Date _____
Referred Individuals Contacted Name _____ Date _____
Referred Individuals Contacted Name _____ Date _____