

**Mt. San Antonio College
BUSO 5: Business English**

Interview Outline

Interviewee: _____ Title: _____

Company Name: _____

1. a. How did you get started in this field? _____

b. How long have you been with this company? _____

2. a. What do you like best about your job? _____

b. What do you like least about your job? _____

2. a. Which skills are most needed in your position? _____

b. Which courses have helped you most in this position? _____

3. What are the top three qualities that you feel are necessary for success in your field?

1. _____

2. _____

3. _____

4. How can I best prepare myself for this field? _____

5. What other advice would you give a person seeking to enter your field? _____

Interview Memo Template

You may use this to help you organize your memo.

TO: Mrs. Jeffers

FROM: *[Your Name]*

DATE: *[Insert Date]*

SUBJECT: *[Write a subject line that summarizes your memo]*

On *[date]* I interviewed *[Name of interviewee]* who works as a *[Interviewee's title and company]*. I learned that *[Summarize the most important thing that you learned.]*

[In the body paragraph(s), support your finding and tell more about what you learned from the interviewee.]

[In the closing paragraph, again summarize your main point and perhaps give your conclusion as to whether or not you would like this job.]