Email Interviewing

Use email to explain the purpose of the interview. Include something in the subject line that will help the person know what the email is about. Let the person know that you'd like to email a few questions that will be helpful to your research or action regarding an issue that is important to you.

Prepare your questions in writing. Conduct research to create your questions. You should write your questions in an electronic document (such as Word) that you can include as an attachment. Make sure the questions cover everything you need to know. Make sure you spell words correctly, use proper grammar, and number your questions.

Ask for literature and names of other experts. Include a question that asks for more information, suggested reading material, or other experts whom you should contact.

Review the questions and message. Have someone look over your questions before you send them. You might also want someone to look over your message. They should check for clarity, spelling, and grammar.

Send the email. In your message, thank the person for taking the time to respond to your questions. Include your questions in the body of the email and in an attachment. If you are working on a team you may want to include in the ''cc'' the email addresses of your other team members.

Follow Up. If you think of another question or don't understand a response, send a follow-up email asking if the person has a moment to answer another question.

Say "Thank you." Within three days after the interview, send a short note thanking the person for his or her time.