



NETWORKING is consistently found to be the most effective job searching strategy.

NETWORKING STRATEGIES

Know what you're after. It's important to have a goal in mind when networking. Brainstorm about your [primary strengths and interests](#). It's important to be clear, concise, and confident when speaking with a contact. Start with your personal contacts. Think broadly about who is already in your network - friends, relatives,

NETWORKING & INFORMATIONAL INTERVIEWING ETIQUETTE

Avoid asking for a job. Instead, focus on gathering information.

Always send a thank-you note. After a meeting or phone conversation, send a thank-you note to that person for taking time to share information with you. A professional card or email is appropriate.

Respect their time. When requesting a meeting or phone call with a prospective network, let them know how much time you plan to take - 20 minutes, 30 minutes.

Stay positive. Avoid any negativity when talking about people, past experiences, or what you have to offer.

Be professional. When emailing or phoning, be mindful of your tone of voice and writing skills. Avoid slang, and proof for grammatical errors.

NAVIGATING A NETWORKING EVENT

- What is a typical work day like for you? What are some common tasks throughout the day?
 - Do you have opportunities for a varied schedule, such as telecommuting or job sharing?
 - What are the interesting aspects of your job? What are some difficulties and frustrations?
 - What are the most significant changes facing your field/organization?
 - What are the salary ranges for various levels in this field? What is the job outlook in this field?
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- What experiences would you recommend I have (coursework, internship, volunteer, study abroad, campus involvement, etc.) to prepare for a job in this field?
 - What does it take (personality traits, strengths, competencies, experiences) to be successful in this field?
 - What do I need to have on my resume to be considered for employment in this field?
 - Can you recommend resources that offer helpful information about the field?
 - What are some related occupations that I might investigate?
 - What professional organizations would you recommend? Publications to read?
 - What specific advice would you give a person entering the field?

Thank you for your advice about <subject>. If I would like to learn more about <subject>, whom else would you suggest I contact? May I tell them you referred me to them?

Can you tell me a little about how your company uses interns?

If I wanted to apply for an internship with your firm, how and when should I apply? Would you be willing to introduce me to the person in charge of interns?

What are the near-term job opportunities with your company?

How can I best position myself to compete for these opportunities?

II. SCRIPT FOR INITIAL EMAIL CONTACT: