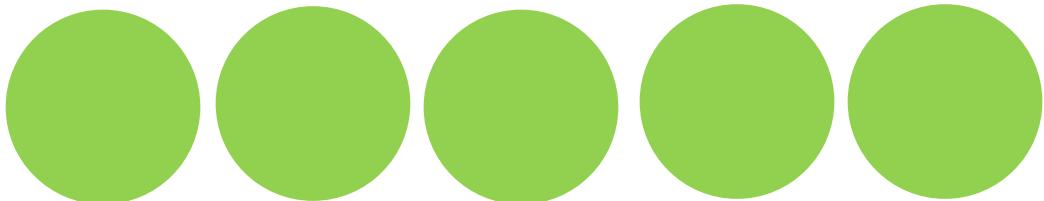


# Build Your Network



You may have heard the term networking and thought it is only for those who are well connected. This is not true! Networking does not require that you know lots of people –it only required that you want to know more people than you do now. Though it may seem intimidating, all you need is preparation, time, and a lot of effort

## Getting Started

**Know Yourself.** To facilitate this self-assessment, consider your skills, interests, personality, and values. Take a few minutes to reflect on these areas or schedule an appointment with a Career Connections staff member

**Determine Your Purpose.** If you are in the early stages of exploring majors or career directions, your purpose is to gather info about jobs and careers of interest to you. If you are in the later stages and looking for full-time employment, your purpose is to obtain advice on how to conduct your job search and get job leads.

**Develop a List of Potential Contacts.** Be creative! This list can include classmates, parents and family members, parents of classmates or roommates, professors and other advisors, as well as current and former employees. Initiate new contacts through guest speakers, career fair representatives, members of professional organizations and web-based networks.

**Practice Introductions.** The elevator pitch, an abbreviated introduction of yourself, can be used in a situation where you do not have much time to talk. It is also a good lead-in for telephone conversations with contacts. The elevator pitch consists of an introduction of yourself by name and university, your major, and the purpose of networking.

## Ways to Network

### Face-to-Face

- Ultimately, you want to end up networking face-to-face
- Talk to people you know well and let them know your purpose for networking
- These initial contacts will lead to meetings with secondary contacts
- Have a list of questions to facilitate the conversation

### Telephone Calls

- Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable
- Suggest a follow-up conversation by phone, face –to-face, or by email

### Email

- Use this if you are familiar with the contact and know their organization's culture is email friendly
- Do not send a message that is overly casual
- Do not start an email with "hey." Instead, use "Dear Dr. Mr. Ms. [Last Name]"
- Include a signature with your name, major, and contact information