

# Hanover College Career Center

## Step-by-Step Networking

1. Brainstorm an exhaustive list of possible leads in the categories below.  
(Attach sheets as needed,)
2. Highlight your top 10 -15 contacts based on those whose advice you respect most.
3. Star the highlighted ones with whom you feel most comfortable.
4. Research those you've starred (contact information, business or organization website, family connections, etc.)
5. Have your resume up-to-date and ready to share.
6. Prepare a short (1-2 minute) summary describing the job you hope to find.
7. When you call, first explain your connection and your reason for calling, ask for 10 -15 minutes, then tell your contact that you are in a job search and would appreciate their advice, giving your short job goal summary.
8. Stay in your time limits. Send thank you notes.
9. Keep a careful log of contacts. Follow up.

### Ask contacts:

- if they'd be willing to share their expertise as you begin the job search;
- to read and offer advice on your resume;
- if they are willing to let you know if they hear of an opening;
- to suggest people whom you might contact about openings;
- for their permission to use their names when contacting those whom they had suggested.

### Contact Categories

Family and Friends: Friends/ close colleagues of parents, parents of friends, etc.

_____	_____
_____	_____
_____	_____
_____	_____

Work Ties: Internship/ job supervisors, volunteer coordinators, co-workers, etc.

_____	_____
_____	_____
_____	_____
_____	_____

Professional associations: Young professionals, local chapters of national organizations, Chambers of Commerce, etc.

_____	_____
_____	_____

College Connections: Faculty, alumni, Greek alumni/ae, staff, coaches, etc.

_____	_____
_____	_____
_____	_____
_____	_____

Community/ Extracurricular Ties: campus clubs, activities, church, hobbies, etc.

_____	_____
_____	_____
_____	_____
_____	_____

Other:

_____	_____
_____	_____