

The Networking Guide

Getting Started

- Start with people you know. Family, friends, faculty, and anyone you've worked or volunteered with might have connections in the field you're trying to enter.
- Set up a meeting with each person on your list. Getting coffee is a good environment in which to have this conversation, but there are certainly other ways to go.
- Explain your goals clearly. You're not asking them for a job, but rather for their help in identifying job opportunities or people who may know of job openings.
- Try to get several contacts from them (2 or 3 people) who are directly linked to a job in your field.
- Ask them to help you set up a meeting with those contacts.
- Leave them with your resume.
- Remember to send a thank you note within 24-48 hours of your meeting.

Reaching Out

- Outreach email: your first step should be to write a brief and professional email to your contact. In this email, you should:
 - Explain how you got their contact information (i.e. who referred you)
 - Introduce what you want to discuss.
 - Outline your background, especially parts that are relevant to the field you want to talk about.
 - Thank your contact for being willing to advise you, and ask for 20 minutes of their time (they may offer more).
 - Indicate that you will follow up with a phone call to arrange a mutually convenient time to meet—**then be sure to do it!**
 - Use formal language and write in complete sentences.
 - Proofread your email for spelling and grammar before you send it: careless mistakes might make your contact less willing to refer you to others.
 - If the only contact information you have is an email, include a question in your initial email asking how they would prefer to arrange and conduct the informational interview (in person, over the phone, etc.), and include your own phone number at the end in case they want to call you.
- If your contact cannot meet or talk with you, thank them anyway.
 - If it feels comfortable, ask if they can refer you to anyone else in their field who might be more available, and if you might use their name when introducing yourself.
- Making the first call: the first call is typically to arrange the informational interview. You may have to play a little bit of phone tag with your contact.
 - If you get their voicemail, leave a message reminding them who you are from your email, saying you would like to arrange a time and date for an informational interview, briefly summarizing what you want to talk about, and leaving your name and phone number (repeat your number and spell your name). Indicate that you will call back if you don't hear from them, and thank them for their time.
 - Make sure that you have a **professional** voicemail greeting for anyone calling
 - **Be prepared with questions, just in case your contact is spontaneously available for a phone interview when you call.**