



[Networking Guide Overview Video](#) | [Networking Guide Deeper Dive Video](#)

REPP (Reflect, Explore, Prepare, Pursue) and Networking:

Throughout the process of building relationships with others in the professional arena, remember to reflect on what your goals are, explore the possibilities in your intended field, find people who can support your search, prepare for conversations and interviews to get closer to your targets, and be ready to pursue the opportunities that arise because of the community you have built.

Connecting with your Primary Contacts

- Brainstorm or mind map ideas about what engages your attention and meshes with your interests/what you want to do professionally.
 - Looking at your ideas, research people you know – family, friends, faculty, and people you have worked or volunteered with who might have connections to what interests you.
 - Create a spreadsheet with the names of the people, their title and company, their contact information (email, phone, mailing address), and space to make notes on what you talked about.
 - Contact the people on your list (see sample email below), arranging meetings that work for them. Be mindful of health protocols, and determine how you will meet – phone, virtually, in person.
 - Primary contacts can also be a great source to connect you with people other professional arenas besides their own. Ask them if they know anyone in the field you are interested in pursuing.
- During the meetings, share your curiosity, ask good questions, note highlights of the peoples' career journeys. Ask them if they have any advice for you (see sample question section later in this guide).
- Note your discoveries from the conversation on the spreadsheet, giving yourself time to understand what your observations mean to you and your career exploration.
 - Send a thank-you via email or hand-written note within the first 24-48 hours of the meeting. You can share your gratitude for them sharing their time and noting the highlights of what you learned from talking with them.

Sample email to Primary Contact

Dear Ms. Naunceton,

I hope all is well. It has been a while since I saw you, and I wanted to take some time to talk with you and touch base.

I am looking at my career aspirations, and realize I would like to talk to you about your work. As you may know, I am at Le Moyne College, majoring in Biology. After researching various healthcare roles, I am most interested in the PA profession, and I was hoping you could share your perspectives on being a PA with me.

It would be wonderful if we could meet for 20 minutes. We can talk on the phone, set up a virtual meeting, or, if you prefer, meet in person at a location which is convenient for you. I am very curious to learn about your path to become a PA.

All the best,

Sydney

(315) 555-5555 | swarthsc@lemoyne.edu | [LinkedIn.com/SSwarthen](https://www.linkedin.com/company/sswarthen)



Connecting with your Secondary Contacts

- Collect a list of people who you discover from your primary contacts OR who you have found through your own research.
- Add these people to your spreadsheet.
- Contact the people on your list, arranging meetings that work for them. Be mindful of health protocols and determine how you will meet – phone, virtually, or in person.
- During the meetings, share your curiosity, ask good questions, note highlights of the peoples' career journeys. Ask them if they have any advice for you (see sample question section later in this guide).
- If it feels comfortable, ask your contact if they can refer you to anyone else in the field who might be available, and if you might use their name when introducing yourself.
- Note your discoveries from the conversation on the spreadsheet, giving yourself time to understand what your observations mean to you and your career exploration.
- Send a thank-you note, preferably hand-written if you have their address, within 24 to 48 hours of your meeting, thanking them for their time and noting the highlights of what you learned from talking with them.

Sample Email to Secondary Contact

Dear Dr. Darden,

Sarah Finchney suggested I contact you, as I am very interested in learning more about your work as a Curator for the National Archives. I am a history major, thinking of the possibilities before me, and from what Ms. Finchney shared, and the research I was able to do on the National Archives website, I want to better understand the work you do.

I was hoping I could ask to meet with you for 20 minutes. We can talk on the phone, set up a virtual meeting, or, if you prefer, meet in person at a location which is convenient for you. I am very curious about how you have arrived at the Archives and would like to hear more about your career journey.

I appreciate your considering my request,

Sydney Swarthen

(315) 555-5555 | swarthsc@lemoyne.edu | LinkedIn.com/SSwarthen

Prepare for the Interview



PREPARE

- Do your research before the interview. Visit the organization's website, gain a basic understanding of the field and job, and try to learn some of the industry terminology.
- If you are meeting in person or virtually, dress professionally. (See the **Interview Guide** for tips on how to dress for an interview.)
- Arrive on time if you are meeting in person or virtually; call at the designated time if it's a phone interview.
- Prepare questions important to you but that also show your interest in the company or industry.
- Your contact may ask you some questions as well, practice your interview skills with **Big Interview**. This is a tool Le Moyne has for you to improve your interviewing skills.
- Be prepared to share your resume. Your contact may ask to see it, or you may have the opportunity to ask for feedback.
- Bring a notepad and pen to take notes.



PURSUE

- Introduce yourself using solid eye contact and smile. Eye contact is not easy for everyone, and if it is something you find challenging, remember you can also look at someone's eyebrows, forehead, or mouth instead.
- Tell your contact your goal (something akin to the 30-second elevator speech).
- Listen carefully and ask the questions most important to you. Be aware of your contact's time constraints.
- Thank your contact for their time and advice.

Possible Questions for Primary Contacts

- What are the duties/responsibilities of someone in this position?
- What is a typical day like? Are there highlights to your day?
- What parts of your job do you find most interesting?
- What parts do you find most challenging?
 - Despite these challenges, what motivates you to remain in this field?
- How would you describe the culture or personality of your organization?
 - Is this typical for this field?
- What knowledge or training do you need to move forward in your work?
 - Is a graduate degree required?

Prepare for the Interview



- What do employers look for in this field?
- What is the typical salary range for this type of work?
 - ➔ Asking a primary contact about salary ranges could be appropriate in an informational interview (you be the judge), but you should not ask this type of question in a formal job interview.
- What is perceived as success in the field?
- What is the future outlook of this field? Is it growing, declining or holding steady?
- Do you find there are obligations that go beyond the typical work week?
- How much flexibility do you have in terms of dress, schedule, vacation, etc.?
- What kind of background is necessary to enter this field?
- Are there books or blogs you think would be helpful for me to read?
- Are there classes or experiences, paid or otherwise, that you would recommend?
- How would you suggest I find jobs or internships in this field? Where do people find opportunities?
 - ➔ Are there other means of gaining experience before graduation?
- Would you mind looking over my resume? Is this an appropriate resume for the jobs I will be seeking?
 - ➔ How might I best improve the form and content of my resume?
- Are there any other questions you expected me to ask?
- Do you know any other people doing this type of work (or related work that was suggested) who might be willing to talk with me, as you have?
 - ➔ Could you give me their contact information?
 - ➔ When I speak to them, may I use your name?

Prepare for the Interview



Possible Questions for Secondary Contacts

The questions you ask your secondary contacts are very similar to those you would ask a primary contact with the exception of questions that are more personal in nature.

- What are the duties/responsibilities of someone in this position?
- What is your typical day like? Are there highlights in your day?
- What parts of your work do you find most interesting?
- What parts of your work do you find challenging?
 - ➔ Do these challenges offer opportunities for motivation?
 - ➔ Are there ways to move beyond the challenges?
- How would you describe the culture of your organization?
- What knowledge or training do you need to move forward in your work? Is there a graduate degree required?
- What is perceived as success in the field?
- Do you see there being potential for growth in this field?
- Do you feel like there are obligations that go beyond the typical work week?
- Are there classes you would suggest I take?
- Are there internships offered in this field that you are aware of?
- How would you suggest I access internships/jobs in this field? Where do people find opportunities?

Following Up

- If you didn't take notes during the interview, take a few moments to jot down some important points immediately after.
- Write a thank you note to the person you met with within 24-48 hours. Email is fine, but a handwritten note will be more memorable and professional. You may also include a business card so they remember you and pass your contact information along to other people.
- Send them a personalized invitation to connect via LinkedIn within 24 hours.
 - ➡ LinkedIn is an important networking tool. Build a profile and begin making connections as soon as possible. Here are some tips on building a strong **LinkedIn**
- Keep your contact information organized so you can easily find it later.

How to Stay in Touch

Maintain connections with your contacts by:

- Sharing relevant news/magazine/journal articles.
- Sharing personal updates/success (i.e. Got an internship).
- Sharing how following their advice made a difference.
- Congratulating them on any success they have. You can see these on social media or in the news.
 - ➡ LinkedIn and other social media are a great way to find this kind of information.

Pro Tip: Add reminders in your calendar to re-engage with your contacts every 3 to 4 months unless you have important updates to share before that point.

Links Referenced in the Guide



Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

- Page 1** Networking Guide Overview: <https://youtu.be/KYHPCokfb-Y>
Networking Guide Deeper Dive: <https://youtu.be/w3Zg3rN8AAg>
- Page 3** Interview Guide: [link to come](#)
Big Interview: <https://lemoyne.biginterview.com/>
- Page 6** LinkedIn: <https://www.linkedin.com/feed/>