

# Networking

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## **Networking Tips:**

- Approach the individual with confidence; offer a firm handshake, give good eye contact, and a quick introduction.
- Be patient; lines or groups may form with the more “popular” individuals.
- Thank the individual for his/her time and information.
- Take notes. You can easily forget which individual said what by the end of the day.
- Ask for a business card for follow-up.
- Share what interests you about the company with the individual, thereby demonstrating your knowledge and motivation

## **Networking “Do’s” (for receptions/mixers/career fairs):**

- Prepare an introduction or “elevator speech”
- Hand out your resume (if appropriate for this setting)
- Know your strengths/skills
- Be confident and enthusiastic
- Dress for success
- Ask for a business card
- Research the companies/organization
- Ask questions
- Share information about your career interests
- Send thank you note/letter
- Take notes for follow-up

## **Networking “Don’ts” (for receptions/mixers/career fairs):**

- Lie or misrepresent yourself
- Eat, drink, or chew gum (career fairs; eating and drinking may be okay at reception)
- Load up on all the freebies
- Ask about salary/benefits
- Gossip/speak negatively
- Play space invader/be pushy
- Force your resume or application
- Expect company representatives to do all the talking
- Latch onto friends
- Ask what the company does

**Follow Up—“What’s Next?”:**

- Follow-up correspondence with representatives is critical. If you were asked to provide additional information (transcript, references, etc.) or to take action (invitation to interview, call the representative, etc.), respond within the next day or two. They have demonstrated an interest in learning more about you—don’t blow it now!
- Send a “thank you” letter, reiterating your skills and interest, to demonstrate initiative, interest and follow-through.
- Use the information you gathered to your advantage. In follow-up letters or in interviews, refer to your conversation with representatives, citing who you met and information discussed.