Networking

The process of establishing relationships to...

Explore career fields   **Identify job leads**   **Develop your career**

Who do you know?

Some relationships may be established;
others are waiting to be developed.

Personal
Family
Friends
Clubs
Teams

Work
Past and present coworkers
Volunteer workers
Supervisors

Education
Alumni
Teachers
Professors
Advisors
Staff

Professional Services
Physicians
Dentist
Accountant
Fitness trainer
Mechanic
Landlord

Multimedia
Websites
Facebook
LinkedIn
Book authors

Personal Pitch

A brief statement to convey information about you in an effective manor

Establish who you are
What is your work or educational status, situation and role?

Pitch your strengths
Related skills
Areas of expertise
Personal qualities
Accomplishments

Clarify what you want or need
Information about career field
Internships
Job openings
Advice

I am a freshman at Saint Louis University considering going into computer science. I have some experience coding and am especially interested in programming. Would you be willing to meet with me for 20-30 minutes to discuss your career in this field?

I am calling to see if it would be possible to meet with you to discuss opportunities in the not-for-profit sector. This May I will be graduating from Saint Louis University with a degree in psychology. While at SLU I have been active in my sorority, which has given me the opportunity to help with fundraising, event planning, and program coordination for service events. I am the kind of person who gives 110 percent to something I care about. I am very drawn to the not-for-profit sector. Do you know of anyone who works in this type of organization whom I might talk to about available positions?

Informational Interviewing

The process of talking with professionals working in fields that you are considering for yourself.

Before

-Make an appointment with a Career Development Specialist to set goals for your info interview
-Research career field, organization, or business before asking for an informational interview
-Prepare questions about the position/field
-Create a Personal Pitch (see previous page for details)
-Call and confirm person's job title, set a convenient time for them, and keep to it

Do you have your questions prepared? Here are some examples.

What is a typical work day like?
How and why did you choose this career?
What would you suggest I do to make myself more marketable in this career field?
What are some related career paths?
Where can I find more information and or whom do you suggest I talk to for further information?
What type of person do you look for when you need a new employee?
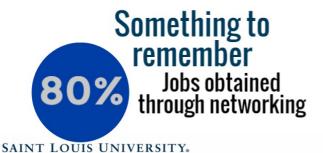What advice do you have for a student like me?

During

-If possible, try to meet at the work site to get a better idea of the working environment and culture
-Dress appropriately for the location and arrive 5-10 minutes early
-Write down all information recieved, name of interviewee, and date of interview
-Always act professionally

After
Follow Up!

-Keep track of contact information and any other relevant details for interviewee(s)
-Send Thank-You letter ASAP to interviewee(s)- emailed or handwritten
-Review information and assess how it applies to you. Schedule an appointment with a Career Development Specialist to discuss

Something to remember

80% Jobs obtained through networking

SAINT LOUIS UNIVERSITY
STUDENT SUCCESS CENTER
CAREER SERVICES

Schedule- SLUAppointments or 314-977-2828
Walk-ins- 1-2 pm, Monday-Friday
Student Success Center, BSC Suite 331