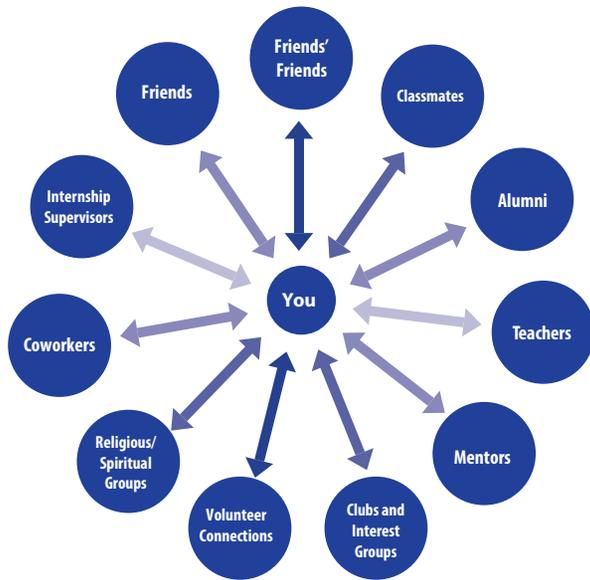


Networking 101

Get a Job Faster with Strong Soft Skills

Who Do You Know?

The Wall Street Journal reports “80% of jobs aren’t publicly advertised” lending credence to the old adage, “It’s not what you know, it’s who you know.” Networking is clearly an important part of the job search process.



How to Use This Worksheet

The task of looking for a connection in a specific company or industry can seem daunting. Here’s the good news - you already know a lot of people and those people have connections too!

Example: Let’s say you want to work in radio broadcasting. It could be beneficial to know someone who works at a local radio station. If you don’t know someone who does, chances are someone in your network can introduce you to one of their connections.

1. Identify a type of industry or company you’d like to work for.
2. In each category, list three people you know.
3. Contact each of those people to find out if they have any connections to people in your desired company/industry.

NTC’s Student Development Team can help you prepare for job fairs and interviews, develop self-awareness, practice common interview questions, acquire networking skills and so much more.

Check out our online resources:
studentlife.ntc.edu/soft-skills

How To Network

Build a List of Contacts

- You’ll be surprised how many people are already in your network!
- Use the visual on the front of this brochure to create a list of people you know.

Know Yourself

- Prepare an elevator speech (brief script) describing yourself, your goals, and what you’re looking for (exploring career options, searching for a job).
- Work with NTC Placement to create a current resume.

Know Your Network

- Research your contacts’ career field, industry, and employer.
- Create a list of informed questions to ask during informational interviewing.

Take Action

- Contact individuals and request a time to talk with them about your career path.
- When you meet, bring along your resume. Ask for advice – not a job – and if they know anyone else you can contact.

Keep in Touch

- After your initial interaction, keep the lines of communication open with regular contact.
- Let them know your progress and accomplishments and how following their advice has helped you.

Ask Permission

- Once you begin your job search, alert your contacts and ask permission to use them as a reference.
- See if they know of open positions in your field or can refer you to additional individuals/organizations.

Show Appreciation

- Send a thank you letter or note to each of your connections throughout your continued networking process. Appreciation goes a long way and will be remembered.

Reciprocate

- Once you’re hired, remember how crucial networking was to you. Seize the opportunity to help your contacts (and your continually growing network!) by returning the favor.

**FACULTY
AND STAFF**

- 1. _____
- 2. _____
- 3. _____

- 1. _____
- 2. _____
- 3. _____

FAMILY/FRIENDS

**FOUNDATIONS AND
ASSOCIATIONS**

- 1. _____
- 2. _____
- 3. _____

- 1. _____
- 2. _____
- 3. _____

**FELLOW PEERS
AND ALUMNI**

ME

Industry or Company