

IDENTIFYING YOUR NETWORK & MENTORS

People You Know

Relatives & Friends (parents, siblings, in-laws, cousins, neighbors, childhood friends, military comrades, etc.)

Community Members (doctors/dentists, lawyers, PTA members, volunteer/community service organization members, etc.)

Activities (club members, athletic team members, religious organization members, etc.)

Academic Background (professors, classmates, fraternity/sorority members, alumni, Career Services staff, etc.)

Former Employment (supervisors, colleagues, customers, employees, etc.)

People You Don't Know

- ? **Professionals in your field**
- ? **Professional association members**
- ? **Contacts via the phone book**
- ? **NYU CareerNet employers**
- ? **Recruiters/personnel from OCS contact list/web site**
- ? **OCS Mentor Program volunteer**
- ? **Employers at career fairs**
- ? **Alumni you haven't met previously**
- ? **Contacts via newspapers/magazines/web sites**



CONTACT SHEET FOR USING & BUILDING NETWORKS

Make a photocopy for every network member you have identified

Contact Information

name	<input type="text"/>
phone number/fax	<input type="text"/>
e-mail/website	<input type="text"/>
street address	<input type="text"/>
city, state, zip	<input type="text"/>
how known	<input type="text"/>
employer	<input type="text"/>
job or position	<input type="text"/>
date contacted:	method:
<input type="text"/>	<input type="text"/>

Could you recommend any people who might be helpful for me to talk with about my career goals?

Name, job, employer, phone number, E-mail

Contact date: _____ Method: _____

Name, job, employer, phone number, E-mail

Contact date: _____ Method: _____

Name, job, employer, phone number, E-mail

Contact date: _____ Method: _____

Name, job, employer, phone number, E-mail

Contact date: _____ Method: _____

May I tell these people that you have suggested I speak with them? ? Yes ? No

SAMPLE NETWORKING LETTER

666 W. 6th Avenue
New York, NY 10006
(212) 666-6666
[Today's Date]

Ms. Geraldine Alston
Director of Public Relations
The Promotions Group
4 Alberto Lane
Paramus, NJ 02000

Dear Ms. Alston:

I am writing to you at the suggestion of Richard Chang, Promotions Coordinator at ABC Records. Mr. Chang is my current internship supervisor, and he recommended I contact you for some advice and input regarding my future job search. I will be graduating from New York University in May with a Bachelor's degree in Media Communications and plan on pursuing a career in Public Relations.

My interest in Public Relations stems from both my educational and experiential background. I have studied topics including Advertising, Mass Communications, Promotions Management, and Marketing. My present position with ABC Records involves the development and issuing of press releases and public service announcements regarding performers and groups. In addition, my past summer job as a Public Relations Assistant with the Ithaca Hammerheads Lacrosse team might be of particular interest to you. Because your firm deals mainly with sports organizations, I thought you would be an ideal person to gain insights from. My career goal is to work in Public Relations and Promotions for a college or professional sports team.

I have enclosed a copy of my resume, so you can get a more detailed view of my background. I would appreciate the opportunity to discuss my career goals and job search with you. I plan to contact you in about a week to see if we can arrange a time to meet at your convenience. Thank you for any assistance you might be able to offer.

Sincerely,

[Signature]

Kerry Rhodes



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SAMPLE NETWORKING LETTER (E-MAIL FORMAT)

TO: Kendrick.Gray@IS.com

FROM: timlee212@nyu.edu

SUBJECT: Seeking Career

Dear Mr. Gray:

I am impressed by your organization and its fine reputation and interested in learning more about career paths in information system design. I first learned about Intelligent Solutions from a recent article in the March 2002 PC WORLD magazine. Your products related to client-server applications are especially interesting to me.

I am currently a junior majoring in Computer Science at NYU where I have had the opportunity to take courses in information systems and programming. In my present part-time position as a computer laboratory consultant, I have complemented my classroom work by helping on-campus users successfully address their computing needs.

I have greatly admired the many technological advances that Intelligent Solutions has introduced to the marketplace, and I would welcome the opportunity to meet with you directly to learn more about the field of MIS. I have attached a resume so that you might become more familiar with my background. I will contact you by next week to determine if you can afford me some time in the near future. Thank you in advance for your time and consideration.

Sincerely,

Timothy Lee

PHONE SCRIPT FOR CALLING NETWORK MEMBERS

1. Who are you calling?

How are you going to address this person? (Mr., Mrs., Dr., first name)

2. How did you get the contact?

Who gave you their name and phone number?

3. What are you going to say when they answer their phone?

Hello. How are you today?

_____ gave me your name and suggested that I call you.

Is this a good time to talk?

4. What kind of job are you looking for?

Be as specific as possible.

If you do not have a specific job in mind, be able to talk about a career that you think you want to learn more about.

5. What are your skills and strengths?

What jobs have you had?

What are you good at?

6. What are you going to ask them for help with?

Can I talk with you about your job or company?

I was wondering if you could give me feedback on my resume?

Could I get a tour of your office or company?

Do you know anyone else I could talk to?

Can you offer me advice on my job search?

7. What do you say when you end the conversation?

Thank you!