

NETWORKING

By Roseann Deal

1. Identify the type of job, company or industry that interests you
2. Prepare a list of contacts. This means ANYBODY who may lead you to that job (family, friends, your doctor and his/her office staff, your church family, your children's teachers, etc)
3. Tell everybody that you're looking for a job (maybe not your current employer)
4. Locate folks currently working in companies/careers that interest you and ask them for an informational interview
 - You're asking for guidance
 - Introduce yourself and acknowledge the person who helped you make the contact
 - Tell them about yourself, your education, experience, interests, goals
 - Ask questions, get information and get referrals (who else do you know would be willing to talk to me?)
 - Close the meeting by thanking the person for their time and follow-up with a handwritten thank you note.
5. Create a calling or business card. You don't need to have a job to have a card. Include your contact information and perhaps your area of interest. This is what is expected of a professional and it's more impressive than writing your information on a paper napkin or a scrap of paper. (www.vistaprint.com allows you to order 100 free business cards online!)