

# my CONNECTIONS

Building your “**CONNECTIONS**” is a life-long process. Although networking can be the most powerful tool in your job search, it does require some key ingredients to yield the most effective results when building these relationships. Some important points to remember include:

1. Make at least one new outreach per week during the semester. Remember that looking for a job is like taking another class, so set time aside each week to conduct your search.
2. Set daily, weekly, and monthly goals for yourself. The job search can get demoralizing if you do not recognize the small steps you are actually making toward your goal.
3. Expect to call each contact at least three times to truly establish a networking relationship. Networking is not a one-time conversation and you should always remember to write thank you notes after you make an initial outreach connection.
4. Keep notes on all the conversations and correspondence you have in order to stay organized. Your “**CONNECTIONS**” will remember your conversations, and so should you.
5. With follow-up calls, be prepared to ask for assistance in different areas by continuing to do research on other target companies.
6. Keep your contacts fresh—even those you do not think can assist you. An e-mail every couple of months keeps your name on their brain.
7. Follow through quickly on the leads provided by your contacts. Be sure you have completed all you were asked to do by a contact before you contact them again for additional assistance. Remember to express your continued appreciation for their assistance.
8. Share good news along the way. Let networking contacts know of positive outcomes as they occur. If they referred you to someone who was helpful, let them know. The more positive interactions you have with your “**CONNECTIONS**,” the more they will be willing to assist you.
9. Thank each network member of your network once you have accepted your position and extend an offer of help to them should they ever need it.