

## Networking Assignment Worksheet

**STEP #1:** Identify an alum or professional contact (within your field of interest) with whom you would LIKE to network. This should be for future outreach and not someone with whom you have had contact with in the past. *Do not include an HR or Recruiting Professional.*

Name of Networking Contact:

Networking Contact's Company of Employment:

Networking Contact's Job Title/Position:

Insert Contact's LinkedIn Public URL:

*In the space below, explain:*

1. How this contact might be able to assist you in your job/internship search and/or career exploration.
2. What you hope to learn from speaking with this individual.

**STEP #2:** Draft a LinkedIn Connection Request

In the space below, write a unique and tailored LinkedIn Connection Request intended for the contact that you identified above (Limit 300 Characters)--do not use the language given as examples in class. Customize your request based upon the contact and your intended purpose in connecting.

**STEP #3:** Follow-up Message - to be used after making a connection

In the space below, draft a Follow-up Email to Request a Networking Conversation / Informational Interview (this would be used if the identified contact accepts your connection request). Remember, this should be customized and tailored to the contact and your interest in speaking with them based upon their background, company, experience, etc. Do not copy or replicate any language used in examples.