

## 24 Networking Tips, Tricks & Techniques

Information & advice from America's best career professionals

---

1. Return all phone calls within 24 hours.
2. Focus your networking with people who have direct links to the people with the power to hire in the field.
3. Learn how to market yourself in less than one minute.
4. Don't rely on people to get you a position. Use their information to do that.
5. Look for "leads," not for "jobs." "Leads" will lead you to "jobs."
6. Be ready to change your resume, cover letter and networking presentation.
7. Practice, practice, practice your verbal/phone presentations.
8. Meet one or two new people at each event you attend.
9. Learn more about the field you're currently pursuing.
10. Write handwritten thank-you notes ... not form letters.
11. Send correspondence so that it arrives later in the week (less competition for reader's attention).
12. Use a P.S. on letters to gain attention. People read and remember these.
13. Use the telephone to develop network contacts and job leads.
14. Expand your network: join job clubs, attend job search workshops and participate in reemployment groups.
15. Always be prepared to present your strengths, goals and how you'll benefit your next employer.
16. Be ready to handle rejections.
17. Be honest and sincere with all of your contacts.
18. Present yourself and your needs concisely ... no rambling conversations.
19. Never ask for more than 20 minutes of a person's "face" time or 5 minutes of a person's "phone" time.
20. Never "bad-mouth" someone in your network, your school or your former employer.
21. Take notes of important information when you're talking with your network contact.
22. Don't just go to an association/organization meeting just to network... join and get on a membership committee.
23. When possible, at business, social and seminar functions wear a nametag so people will know who you are.
24. Meet with people all during your career to help prepare you for the next move.