

OFFICE OF CAREER & PROFESSIONAL DEVELOP MENT

THE ARTOF NETWORKING

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INTRODU**OT**I

What do we mean by Networking Ausing known contats to lead you to more contac with the parallel goals of seablishing a

the individual has some time available to fiber discuss his/hepractice, give you advice on law school and/or theegal market (i.e., set up thenformational interview). Two had and fast rules:(1) do NOT attach your resume to anneail request for an informational interview, and(2) do NOT ask your contactor a job during the initial informational interview request.

Refer to the Appendix for valuable samples of phone calls and its.

3. Prepare for Your Informational Interview

Preparation is an absolute mlusts opposed to a job interview, in this situation you are responsible for providing content. You should thoroughtesearch both the individual you willbe meeting with, as where as his/her place of neployment. Usethis research to aid in difting speific and well-informed questions for the interview. Ask about the organization, practice ass, skills and background required, entrylevel opportunities, or ager trajectory, etc.

Refer to the Appendix for sample information ainterview questions and a sample checklist.

4. CONDUCT INFORMATIONAL INTERVIEW

Dress professionally (q)-4(u)]TJ 0 Tc 0 Tw 2 Tw 0.77 0e0 Tc 0 Tw 0.71 0 Td [[1.344 0 Td [(s

pezelptillel ikangyfeltirootehteis71'ti Q(Rb)T((er)) T (potyd)cr2 (394 (104) 780080)F41(oo(1) 2327 dt((6ne)/65; 49e31 c; (6))T kv7 ob (446-2))F(1) [67) 624(e))97F il cod (ji)Dukeis0

5. Debrief & Document

After the interview besure to go over the conversation and write down yan valuable information you were given. It is perfectly acceptable to take one notes during the interview, but becareful not to spend the wholeterview writing down everthing. You want to menain engaged and convertional, so only write down highlights — menesand phone numbers. You can write down othe important information once interview is complete. Think about creating a database for yourself, either a chart, notebook, or spendsheewhere you can record you contacts, dates of interviews, thank you notes sent, and altered Refer to Appendix for spaplenetworking chart.

6. SEND "T HANK YOU" NOTE(S)

Send a thank you note **tho**e contactormally thankingthem for the time.

Consider reminding them of the additional contact) they provided you, and your plans to follow through on those ads.

Refer to Appendix for saplethank you note.

CARERAFRS / TLABSTALK

CareerFairs often boast events entitled TaO North Chairman means that employers will send representatives from their organizations willing to asswer questions and dissemintar information about the organization. These vents offer an excellent avenue for networking with employers as representatives are dready prepared to answer your questions and engage in a discussion about the fine of law.

Table Tak sessions allow you to ask options that you would not want to ask in an interview situation: ŠW(I)-2(e)4(d)]TJ/C2_0 1 T50 0 Tc 0 Tw 0.67 u tt ti Tf 12 0B of se sk(w)lls



NETWORK ING EMAILS

SAMPLE 1.

Dear Mr. Prince:

I am a first year student at the Washington College of Leawith practical and aca 4 Tc 0.004 Tw 1..

SAMPLE 3.

Dear Mr. Muny:

As athird year studentat American University Washington College of Lake 0(W)c 0 T85.2 T-i0 11.6.7

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Sugges

SAMPLE NETWORKIN G CHART

Person	Organization	Referred By	Phone #	Letter Sent (L) Phone(P) Email (E) Dates	Informational Inter view Set- up	Thank you Note/ Follow Up	Referred To
Jane Smith AAG WCL 403	Office of the Attorney General 1350 Pennslyvania Ave, NW WDC 20004	Bob Woodward (202) 123- 4567	(202) 442- 4422	E 10/6/06	10/30/06	11/2/06 Thank you sen	LaShanda Jones Hiring Coordinaor (202) 442- 4445