JobTIPS

✓ Key Points - Networking

Networking means that you are making connections or contacts with people who may be hiring.

Step 1: The first step to networking is to come up with your network.

Step 2: Write down this list of people so that you have it for easy reference.

Step 3: After you have a list of people in your network, decide who to contact first.

Step 4: Decide how you will contact them: By email, telephone, or in person.

Step 5: If you choose to use email to contact people in your network, your email should be friendly, but still professional.

Step 6: If you choose to call people in your network, be sure to practice what you will say beforehand.

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