



NETWORKING TIPS



Networking includes contacting people you know, as well as finding new contacts.

1. **Make a list of people you know who may have valuable information about careers or contacts to potential employers. Examples include family and friends of family; current and previous work contacts; acquaintances from social groups, churches, or activities; alumni you know from undergraduate or law school; and current or former professors.**
2. **Resolve to be brave. It's very tempting to spend your time in a social setting with fellow students or people you know, but tell yourself you can hang out with them later.**
3. **Approach strangers and introduce yourself with a smile and a handshake. State your name clearly.**
4. **Try to use an opening line based on the current setting, and try to end your opener with a question. That way you immediately have something in common to talk about, and you give the other person the opportunity to talk.**
5. **Maintain eye contact. Eye contact communicates sincerity and interest.**
6. **When you meet contacts, focus on them, not yourself or your own needs. Ask them about their careers, what they would do if they were in your position, etc. You can ask them to refer you to further contacts, for example by asking, "Given my interests and background, is there anyone else you suggest I speak to?"**
7. **Don't take it personally if you try to talk to someone, and he or she does not engage with you after you have given it a good try. Move on and talk to someone else.**
8. **Give positive feedback. Thank contacts for their time in person and in writing.**
9. **Wait for an appropriate opportunity or the end of the conversation to ask for a business card or to offer your own.**
10. **If appropriate, ask for an opportunity for further conversation and further advice.**
11. **Keep good records of whom you spoke with and what you discussed.**
12. **Review any business cards you receive and make notes about the people you spoke with and what you talked about.**
13. **Follow up by e-mail or letter to any person with whom you made a connection, if appropriate. Reference the setting at which you met and something you discussed.**

