



OFFICE OF CAREER &
PROFESSIONAL DEVELOPMENT

THE ART OF NETWORKING

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INTRODUCTION

What do we mean by Networking? Using known contacts to lead you to more contacts with the parallel goals of establishing a

5. DEBRIEF & DOCUMENT

After the interview be sure to go over the conversation and write down any valuable information you were given. It is perfectly acceptable to take some notes during the interview, but be careful not to spend the whole interview writing down everything. You want to remain engaged and conversational, so only write down highlights – names and phone numbers. You can write down other important information once the interview is complete. Think about creating a database for yourself, either a chart, notebook, or spreadsheet where you can record your contacts, dates of interviews, thank you notes sent, and dates. Refer to Appendix for sample networking chart.

6. SEND "THANK YOU" NOTE(S)

Send a thank you note to the contact formally thanking them for their time. Consider reminding them of the additional contact(s) they provided you, and your plans to follow through on those leads. Refer to Appendix for sample thank you note.

CAREER FAIRS / TABLE TALK

Career Fairs often host events entitled Table Talk which simply means that employers will send representatives from their organizations willing to answer questions and disseminate information about the organization. These events offer an excellent avenue for networking with employers as representatives are already prepared to answer your questions and engage in a discussion about field of law.

Table Talk sessions allow you to ask questions that you would not want to ask in an interview situation: §W(l)-2(e)4(d)]TJ /C2_0 1 T5o 0 Tc 0 Tw 0.67 u tt ti Tf 12 0B of se sk(w)lls

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NETWORKING EMAILS

SAMPLE 1.

Dear Mr. Prince:

I am a first year student at the Washington College of Law with practical and
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SAMPLE 3.

Dear Mr. Munny:

As a third year student at American University Washington College of Law (WCU) (1500 16th St NW, Washington, DC 20016) (1500 16th St NW, Washington, DC 20016)

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SUGGES

Don't launch into a business discussion. A cocktail party isn't the place to sell your proj