



MarymountManhattan

A Guide to Networking

Networking is using the personal relationships people have with one another to increase your exposure to information and opportunity. It can help you build relationships and professional contacts with people in your industry. This can lead to internships, jobs, and other opportunities.

Building Your Network

You already have a network made up of friends, family, professors and teachers, advisors, and people from your clubs, part-time work, volunteer work, and internships.

You can expand your network by:

- Attending career fairs, employer presentations, and conferences
- Talking with Alumni Relations about recent and established graduates in your field of interest
- Joining professional organizations and honor societies
- Asking people in your network for other contacts
- Studying abroad
- Networking online using LinkedIn and other social media sites

Perfect your Elevator Pitch

An Elevator Pitch is your 30-second speech that summarizes who you are, what you do, and why you'd be a perfect candidate.

You want to include:

- Your skills and any ideas that you have
- A description of your qualifications
- Something unique or personal that sets you apart

Write out your elevator pitch and work to memorize it. Make sure you write how you speak. You want to showcase your personality as well as your skillset.

Then, practice giving your pitch to anyone who will listen (your friends, your mom, a mirror)

First Impressions Count

- Always dress to impress! It's better to be over dressed than under dressed.
- Offer a firm handshake.
- Speak clearly about who you are. This is easy if you've practiced your Elevator Pitch before!
- Be confident in what you can do. If it looks like you don't believe in yourself, why should they?
- Listen closely when others speak. You don't want to miss any information they could share with you. It's also just polite.
- First impressions count online as well. Make sure your social media content is appropriate. Employers do search candidate names before interviews, so make sure your best self is presented on social media.

You only get one chance to make a first impression, so make it count!

Create a LinkedIn Account

If you don't already have one, creating a LinkedIn account is the best way to stay in contact with your professional network. It is also a great tool for building your network and researching new opportunities.

- Gain access to experts and network online with professionals in your field
- See the career paths of others in your field by viewing their profiles
- Join relevant "Communities of Interest" and see what the current trends are in your industry
- Reach out to your network to inquire about job and internship opportunities
- Research and apply for jobs using the free job board