

# Networking Worksheet



## Establish networking goals

Ask yourself: What am I hoping to achieve through networking?

Goal #1 \_\_\_\_\_

Goal #2 \_\_\_\_\_

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## Compose an effective networking message

### Introduction (name, major, year, background info)

*e.g. Hello Tim, My name is Sarah and I am a sophomore Integrated Business and Engineering major here at Lehigh. I am currently exploring potential career paths and am interested in learning more about consulting roles.*

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### Purpose for reaching out

*e.g. Given your background in consulting, I thought you would be able to provide valuable insight into what it's like work in this industry. Would it be possible to set up a 20 minute phone conversation in the next few weeks? I would love to ask you a few questions about your career path.*

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### Wrap up (be sure to express gratitude)

*e.g. Thank you for considering my request! I look forward to hearing back from you.  
Sincerely, Sarah*

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# Practice your elevator pitch

## Who you are

*e.g. Hi my name is James. I am a junior mechanical engineering major at Lehigh University with an interest in design and testing.*

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## What you do

*e.g. I have completed several mechanical engineering projects, my favorite being an independent research study that involved building robots. I am also the vice president of the robotics club on campus where I lead a group of more than 20 students in various projects.*

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## What you're looking for

*e.g. I would love to have the opportunity to bring my design, analytical, and teamwork skills to General Motors as an intern this summer. Can you describe some of the common projects an intern would work on at your company?*

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## Prepare informational interview questions

*e.g. How did you get into this type of work? How do you see jobs in this field changing in the future? What must a person do to stay competitive in this field? Do you have any feedback on my resume? Could you recommend or direct me to other industry professionals who might also be able to help me?*

### Question #1

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### Question #2

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### Question #3

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### Question #4

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