



Job Networking Tips



The best way to find the right job is by building relationships—and it's easier than you think.

- ✓ **One of the top ways people secure a new job is through a referral.**
- ✓ **You may think you don't have time to network, but for every job opening posted online, there are average 250+ applicants = you can't afford not to network!**

Networking is the best way to find a job because:

- **People conduct business primarily with people they know and like.** Resumes and cover letters alone are often too impersonal to convince employers to hire you.
- **Job listings tend to draw piles of applicants,** which puts you in intense competition with many others. Networking makes you a recommended member of a much smaller pool.
- **The job you want may not be advertised at all.** Networking leads to information and job leads, often before a formal job description is created or a job announced.

Networking is about getting AIR:

Rejuvenating your job search like oxygen reenergizes your body

AIR is the acronym that stands for:

Advice (career advancement, job search, career-changing)

Information (company, industry trends, news)

Recommendations (books to read, skills to develop, people to talk to, steps to take)

Job Networking Tip: You know more people than you think

Make a list of the people in your network

Your network is bigger than you think it is. Start going through your social media accounts and address book and writing down names.

Think about people you know from:

- former jobs
- school
- the neighbourhood
- community programs
- church, temple or mosque
- your child's school
- the gym
- or social media.

Also think about people you've met through your close connections:

- your sister's co-worker
- your best friend's boss
- friends of your neighbours or classmates
- your uncle's business partner
- Don't forget to include people like your doctor, landlord, accountant, or dry cleaner.

Reach Out to Cultural Associations

Multicultural Organization Database: http://www.vcn.bc.ca/multicultural/the_index.html

If you're nervous about making contact ...

Perhaps you're uncomfortable asking for favors, for example, or embarrassed about your employment situation. Whatever your fears, try to keep the following in mind:

- It feels good to help others. Most people will gladly assist you if they can.
- People like to give advice and be recognized for their expertise.
- Almost everyone knows what it's like to be out of work or looking for a job. They'll empathize with your situation.
- Unemployment can be isolating and stressful. By connecting with others, you're sure to get some much needed encouragement, fellowship, and moral support.

As long as your mission is to learn what other people know and to clearly convey what you can do and how the person you are meeting can help, you'll benefit.

Questions To Ask

In order to get the conversation going, you want to have questions. I've found that people are often afraid of networking because they don't know what to say. So here you go. Any of these questions can get the other person talking. And the more they talk, the more they will like you. These open-ended questions will help you get a conversation going!

- Could you tell me a little about your own career story, and how/when you got started in this field/organization?
- What motivated you to pursue a career in this field/organization?
- What education, or training and experience have you had, and how have they helped you in your career?
- Tell me about your business/Tell me about your work.
- What is happening in the industry?
- What are the most significant factors affecting your business today?
- What future direction do you see the company taking?
- How have changes in technology most affected your business?
- Could you give me some insight into what it is like to work in this field/organization? What types of entry level opportunities exist?
- What are the qualities or skills of people who perform best in this business?
- Is there anything you wish you had known when you were job searching or getting started in your career that could have helped you to get where you are today more quickly and easily?
- What trends do you see in the future that will affect your organization and industry?
- What do you think the company will look like 5 years from now?

Tell Friends That You're Looking For A New Job

I hope this email finds you well!

As some of you may know, I recently decided to [NEW DIRECTION: a few words about switching jobs/fields/industries] to work with [DESCRIPTION: type of companies and/or people you're hoping to work with].

As I dive into my job search across the lower mainland [or SPECIFIC LOCATION], I'd love it if you could keep your eyes open for people I should connect with and/or positions that might be a fit for me. Below is a bit about my background and what I'm looking for, and you can view my full resume on LinkedIn [INSERT LINK]. These are just a few of my ideal scenarios, but if you come across anything related, please keep me in mind!

MY BACKGROUND

[Note: Include 2-3 bullets, being as specific as possible about the number of years you've worked, your impact, high-profile accomplishments or companies, etc.]

- *As a [PERSONAL CAREER/JOB DESCRIPTION], my experience spans [JOBS/INDUSTRIES].*
- *With over [NUMBER] years of experience in [CAREER/JOB KILLS], I'm looking to translate those skills into [NEW DIRECTION].*
- *My biggest strengths are [LIST STRENGTHS].*
- *I would love to help an organization [CAREER GOALS/ASPIRATIONS].*

WHAT I'M LOOKING FOR

- *A full, part-time, or consulting position for [TYPE OF INDUSTRY, COMPANY, TEAM, AND/OR ENVIRONMENT].*
- *I work best in an environment where I can utilize [TYPES OF TASKS THAT FIT YOUR STRENGTHS].*
- *I definitely want to find a position that [LOCATION AND/OR ANY OTHER IMPORTANT FACTORS].*

Please feel free to forward this email to any contacts or companies that are hiring and could benefit from [FILL IN SOMETHING UNIQUE YOU BRING TO THE TABLE]. Thank you so much for taking the time to read this email and for keeping me on your radar!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE]

Thank A Contact For Their Help

Hi [NAME],

Just wanted to thank you again for meeting with me earlier today. Our conversation was extremely valuable and I appreciate you taking the time. I'm definitely going to get in touch with [CONTACT] like you recommended. [ALT: I'm definitely going to look for positions in [INDUSTRY] like you recommended.]

I'll keep you in the loop, and of course, please let me know if there's anything I can do to return the favor!

*All the best,
[YOUR NAME]
[EMAIL] | [PHONE]*

Send A Thank-You Note To Every Informational Interviewee

Hi [NAME],

I so appreciate the time you took to speak with me earlier this week. Hearing about your experience—including the challenges you faced as an [INSERT JOB]—was extremely valuable.

I also really appreciate you connecting me with [CONTACT NAME]; I am talking to her next week. I hope you don't mind if I'm in touch periodically about my progress. Thank you again!

*All the best,
[YOUR NAME]
[EMAIL] | [PHONE]*

