

Build Your Network

Most jobs are gained through networking. A personal referral for a job is one of the most powerful ways to connect to an employer. This is even more powerful if the recommendation comes from someone inside the company. Use this table to list your connections. Make certain that you are doing these key things with the people on this list:

- Announce to them that you are seeking a job.
- Keep in touch with them about your ongoing efforts to find work.
- Ask for their help in reviewing cover letters and CV's.
- Ask for their help in practice interviews.
- Be sure to thank them for their help.
- Be sure to help them when they are looking for work as well!

Name	Occupation	Company	Phone	Email
Family				
Friends				
Co-workers, Supervisors				
Former Classmates				
Online Connections				
Industry Groups				
Clergy				
Social Meetings				
Others				