NETWORKING DO’S AND DON’TS

**DO’s**

- Listen thoughtfully and respond appropriately.
- Be willing to accept constructive criticism and seek out advice.
- Sell yourself: What relevant skills, courses, internships, accomplishments, and experience will you share?
- Prepare a 60-second introduction that promotes YOU. Typically, your “introduction” includes your name, area of interest, experience, significant accomplishments and current goals.
- Turn networking opportunities into chances to develop and showcase your interpersonal and communication skills.
- Be as specific as possible when you talk to people about your career aspirations.
- Remember your contact’s name! Ex. “Nice to meet you, Jackie”.

- A thank-you note is the best way to follow through with a contact whether it is by e-mail or the United States Postal Service.
- Networking is not only a way to get a job, but also a way to make new friends and connect with professionals in your field.

**DON’Ts:**

- Don’t overlook the multitude of networking opportunities through professional associations, groups, and University sponsored networking nights, career panels, employer tables, and campus recruitment.
- Don’t give your resume unless requested or if you are applying for an open position with the employer.
- Don’t sit back! Take initiative in networking with employers in your desired career path.
- Don’t be intimidated! Having confidence helps others see how positive and motivated you are.