

CAREER CENTER

NETWORKING

TIPS

- 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, education, 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.
- Prepare questions that demonstrate your level of interest and professionalism.
- Consider university personnel with whom you’ve developed relationships, such as faculty, Career Center staff, academic advisors, etc.
- Do the necessary research to determine appropriate dress for a networking event.
- 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 mail.
- 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’t overlook the multitude of networking opportunities through professional associations, groups, and University sponsored networking nights, career panels, employer tables, and campus recruitment.

Career Center

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Visit the Career Center’s website
westfield.ma.edu/careercenter

Click “**Networking**” to view a listing of upcoming networking events



Westfield
STATE UNIVERSITY

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