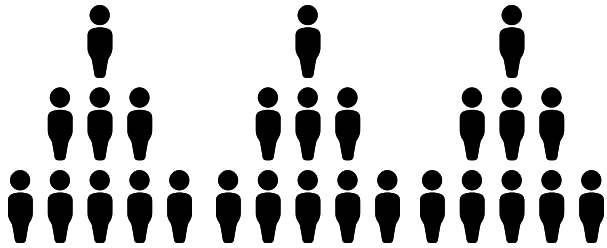


NETWORKING TIPS



1. USE YOUR CONNECTIONS!

You might know 50 people but those people know 50 more people, who know 50 more people! Think about what you are interested in and research companies, connections that would be beneficial to talk to.

NOTE: The average person knows 600 people.

2. PRACTICE YOUR ELEVATOR SPEECH!

Keep it short, be approachable, and find ways to connect. Your elevator speech should be 30-60 seconds (about 90 words) and include who you are, what you have done, and what you hope to accomplish.

3. BE APPROPRIATELY BOLD AND AUTHENTIC

Do not be afraid to initiate conversation. Have thoughtful questions prepared beforehand and be inclusive of others as well. Be a good listener and have a good sense of humor.

NOTE: Avoid the topics of: politics, sex, partying, religion, and don't get too personal.

4. STAY MINDFUL OF BODY LANGUAGE

Stand tall, make eye contact, and switch gaze when speaking to a group. Keep your arms uncrossed and use hand gestures to illustrate key points. Square your body to face others and nod to show you are listening.

BE INTENTIONAL

IT'S ABOUT WHO YOU KNOW,
AS WELL AS WHAT YOU KNOW.

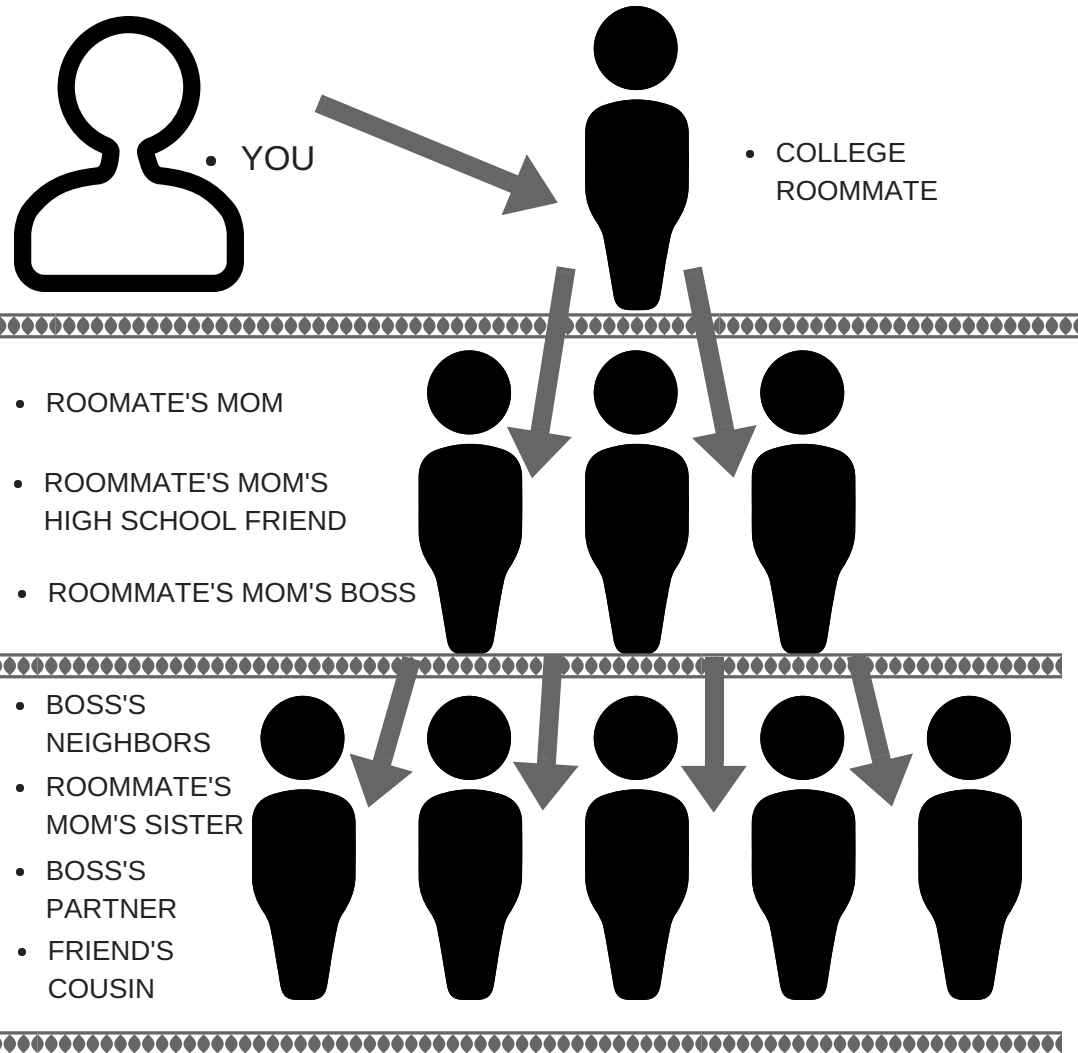
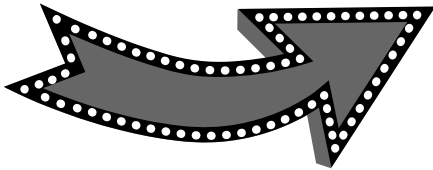
5. STAY IN TOUCH!

Exchange business cards or request a connection on LinkedIn. Remember this is an introduction, not a close!



Visit our website iup.edu/career to view career resources for more detailed information.

**THINK YOU
DON'T KNOW
VERY MANY
PEOPLE?
THINK AGAIN!**



Take advantage of college networking events

- Review alumni and employers who are attending beforehand. Research their field, employer, and some trends and challenges within their industry. Prepare potential questions that you are genuinely interested in hearing their response. Lastly, be prepared to offer some information about yourself! This could be interests, talents, skills, goals, etc.

Complete an internship

- An internship not only allows you to gain experience, but it gets your foot in the door and offers you an inside look at a prospective employer. It connects you to opportunities and can serve as a reference in the future. Take it seriously and do your best.

Ask for an informational interview

- Looking to connect with someone (at your internship, a professor) in your field that you admire? Informational interviews let you find out exactly what they do and how they got there. Establishing contacts and maintaining them are invaluable as you begin your career.

*"IF YOU'RE NOT NETWORKING,
YOU'RE NOT WORKING!"*

-Denis Waitley