NETWORKING WORKSHEET

Who do you know that works somewhere that might have job openings? Who might be able to help with your job search in other ways?
Some possibilities: family, friends, people who participate in school or other activities with you, members of religious organizations you belong to.

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People can’t help you with your job search if they don’t know you’re looking.
List six people you’re going to tell about your job search and describe how you know them. Why describe how you know them? To give you ideas about other people to tell. If you play a sport and you’re going to tell your coach, think about telling teammates. If you’re in theater and you’re going to tell your director, think about telling actors and people on stage crew.

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Bonus round: Look at the skills you have based on brainstorming about your job-related experience, and come up with “talking points” — basically just notes for what you’ll say — that you can use when you tell people about your job search. For instance: “I’ve done a lot of babysitting and I’m good with kids, so I’m looking for a job where I can use those skills.”

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