

## OFFICE OF CAREER & PROFESSIONAL DEVELOP MENT

# THE ARDF

# The ART of Networking

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## INTRODUOT

What do we mean by SNetworking Adusing known contats to lead you to more contac with the parallel goals of seablishing a

the individual has some time available to flower discuss his/hepractice, give you advice on law school and/or theorem market (i.e., set up thenformational interview). Two had and fast rules:(1) do NOT attach your resume to anneail request for an informational interview, and(2) do NOT ask your contactor a job during the initial informational interview request.

Refer to the Appendix for valuable samples of phone calls annalies.

3. PREPARE FOR YOUR INFORMATIONAL INTERVIEW

Preparation is an absolute must sopposed to a job interview, in this situation you are responsible for providing content. You should thorought search both the individual you willbemæting with, as whe as his/her place of meployment. Use this research to aid in difting speif ic and well informed questions for the interview. Ask about the organization, practice ass, skils and backgound required, entrylevel opportunities, or are trajectory, ec. Refer to the Appendix for sample information and the review questions and a sample checklist.

4. CONDUCT INFORMATI ONAL INTERVIEW

Dress professionally (q)-4(u)]TJ0 Tc0 Tw2 Tw0.77 0e0 Tc0 Tw0.71 0 Td [[1.344 0 Td [(s) هتگطههای (ه)) ۲۰۱۲ (ه) ۲۰۱۲ (ه) ۲۰۱۲ (ها) هتگطهاهای ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲۰۱۲ (هم) ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲۰۱۲ (ها) ۲

#### 5. DEBRIEF & DOCUMENT

After the interview besure to go over the conversation and write down yan valuable information you were given. It is perfectly acceptable to take some notes during the interview, but becareful not to spend the whole terview writing down everything. You want to renain engaged and convertional, so only write down highlights – manes and phone numbers. You can write down othe important information on the interview is complete. Think about creating a database for yours eff, either a chart, note book, or speadshetewhere you can record your contacts, dates of interviews, thank you notes sent, and also for scaplenetworking chart.

6. SEND "T HANK YOU" NOTE(S)

Send a thank you note **the** contactformally thankingthem for the time. Conside reminding themof the additional conta(st) they provided you, and your plans to follow through on tho seads.

Refer to Appendix for saplethank you note.

## CARERAFFRS / TABETALK

CareerFairs often boast events entitled Table TaO Mode Aich simply means that employers will send representatives from their organizations willing to asswer questions and dissemintar information about the organization. These vents offer an excellent avenue for networking with employers as representatives are dready prepared to answer your questions and engage in a discussion about finded of law.

Table Tak sessions allow you to ask options that you would not want to ask in an interview situation: ŠW(I)-2(e)4(d)]TJ /C2\_0 1 T5o 0 Tc 0 Tw 0.67 utt ti Tf 12 0B of se sk( w)lls

(Contact the Office of Student Services for details in obtaining WCL sTc 06 Tw 2.56 0 Td [(I.6ko)]T Tuc

## NETWORK ING EMAILS

SAMPLE 1.

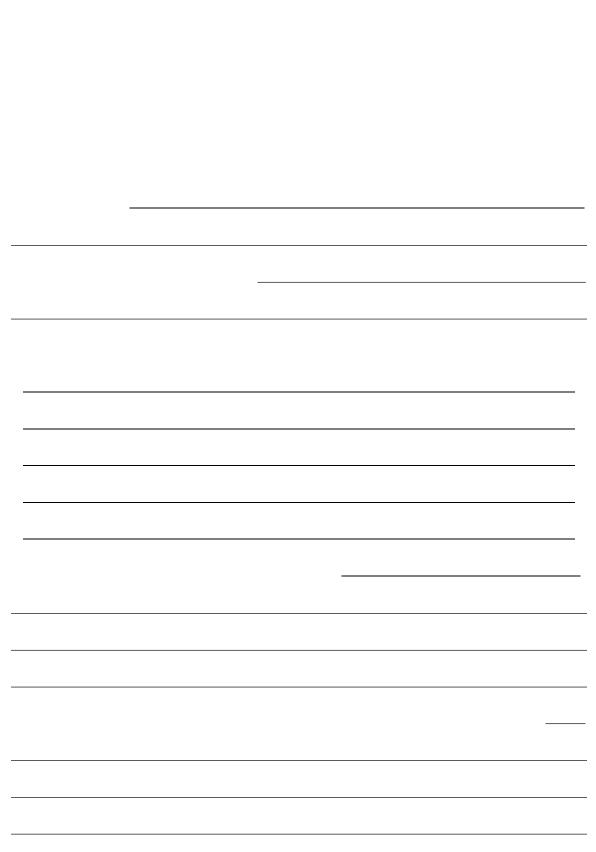
Dear Mr. Prince:

I am a first year student at the Washington College of Leawith practical and aca 4 Tc 0.004 Tw 1..

SAMPLE 3.

Dear Mr. Muny:

As athird year studentat American University Washington Codege of Lake 0(W)c 0 T85.2 T-i0 11.6.7



SUGGES