

NETWORKING CHECKLIST

Building a strong network increases your visibility and allows for impactful connections

/ HOW TO NETWORK

- [Elevator Pitch](#)/Introduction/"Tell me about yourself"
 - 60 second introduction
 - Your first and last name
 - Year in school + Degree Major *OR* years of professional experience (Alumni)
 - Summarize relevant experience (work, internships, volunteer, student orgs, etc.)
 - Indicate your why and what you're looking for
 - End with engaging statement and offer to follow up via phone or email
- Know your audience
 - Research organization history, mission, core values, products/services, goals, competitors, etc.
 - [Questions to Ask Employers](#) when attending career fairs
 - [Informational Interviewing](#)
- Use [LinkedIn](#)
 - [How to Network on LinkedIn](#)
 - [LinkedIn Guide to Networking Group Page](#)
 - Search professionals, events, groups, jobs, alumni, and companies of interest
- Follow-up**
 - **24-hours:** Write [Thank You Letter](#)
 - **7-days:** Connect on LinkedIn & follow company on LinkedIn and social media platforms
 - **30-days** touch base, inquire about positions, schedule a meeting, etc.

/ WHO TO NETWORK WITH:

- Alumni
- Faculty
- Mentors
- Colleagues/Classmates
- [Student Organizations](#)
- Influencers
- LinkedIn Connections
- Recruiters/Employers at Career Expos
- Family/Friends
- Guest Speakers
- Company employees

/ WHERE TO NETWORK:

- [LinkedIn](#)
- [Career Fairs + Events \(Handshake\)](#)
- Workshops/Webinars
- Professional online forums
- Professional Organizations
- Company Events
- Internships/Jobs
- Volunteering
- Research Conferences
- Study Abroad

/ PERFECT YOUR PITCH

Hello, I'm __. I am a (class year) student studying ____ here at West Virginia University, and I was excited to see your organization was participating in the career fair/networking event today.

CHOOSE RELEVANT FOLLOWING STATEMENTS

(Working on getting experience) I am interested in a career in ____(field and/or industry) and I am eager to build my skill set in_____(technical skills towards field + marketable skills).

In my classes, I have been learning about__(relevant topics) and/or building these skills.

I am eager to develop my skills further and I noticed your company offers opportunities that align with my career aspirations. Can you please provide me additional information regarding your internship(s) and/or entry level roles?

(With Experience) Last summer, I interned at ____ where I worked on ____.

Through this experience, I developed skills in _____.

Outside of this work experience, I am involved in __ where I serve as (insert role).

In my classes, I have been learning more about (relevant topics) and I am eager to apply my knowledge and background into (field). Can you please tell me more about (open role) and any others that you think may be a good fit based on my background?

/ SEND AN EMAIL

****Subject:**** Inquiry About Internship or Shadowing Opportunities

Dear [Recipient's Name],

My name is [First and Last Name], and I am a [Year in college, e.g., junior, senior] at West Virginia University studying [Major, e.g., Sports Management or Health and Well-Being] with a strong interest in [Field of Interest, e.g., facilities management, coaching, OT, PT, etc.]. I am reaching out to inquire about the possibility of participating in an internship or shadowing a professional. I would love the opportunity to learn and contribute to the success of your organization.

Would you be available to discuss potential opportunities or provide guidance on how I might get involved? I am happy to accommodate your schedule and provide any additional information you may need. Please see my resume attached for reference.

Thank you for your time and consideration. I look forward to hearing from you.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn (if applicable)]

/ ADDITIONAL RESOURCES

[CAHS Office of Student Success](#)

[WVU Career Services](#)