

Networking Checklist

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

/ How To Network*

- Clarify your purpose**
 - Are you looking for career advice, internship opportunities, mentorship, or learning about a specific industry?
- Prepare your Elevator Pitch/Introduction**
 - 30-60 seconds to introduce yourself or answer “Tell me about yourself”
 - Your name and what you’re studying
 - Summarize relevant experience
 - Indicate your why and what you’re looking for
- Know your audience**
 - If you know who you’re networking with, research company history, mission, products/services, goals, competitors, etc.
- Ask thoughtful questions**
 - Example questions:
 - What do you enjoy most about your field?
 - How did you get started in your career?
 - What advice would you give to someone hoping to enter this industry?
- Listen actively, show genuine interest, and maintain positive body language**
- Follow up**
 - 24 hours: Send thank you email
 - 7 days: Connect on LinkedIn and follow company’s social media channels
 - 30 days: Check in and inquire about opportunities, schedule a meeting, etc.

/ Who To Network With:

- Alumni
- Faculty
- Mentors
- Colleagues/Classmates
- Student Organizations
- Influencers
- LinkedIn Connections
- Recruiters/Employers
- Family/Friends
- Guest Speakers
- Company employees

/ Where To Network:

- LinkedIn
- Career Fairs + Events
- Workshops/Webinars
- Professional online forums
- Professional Organizations
- Company Events
- Internships/Jobs
- Volunteering
- Conferences
- Study Abroad

Networking examples/outlines on page 2-3

/ 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

(Freshman/Sophomore Working on getting experience) I am interested in a career in [insert field or industry] and I am eager to build my skill set in _____. In my classes, I have been learning about _____. I am eager to develop my skills further and I noticed your company offers opportunities that align with my career goals. Can you please provide me additional information regarding your internships and/or entry level roles?

(Junior/Senior with experience) Last summer, I interned at _____ where I worked on _____ and _____. 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 [insert relevant topics] and I am eager to apply my knowledge and background into [insert field]. Can you please tell me more about opportunities 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)]

/ Ask Good Questions

- Can you share a little about your career journey? What led you to this field?
- Were there any pivotal moments, challenges, or turning points in your career?
- What were your first internships or jobs like? Where did you complete them? How did they shape your career?

- How has your career evolved over time, and what have been some of the biggest lessons you've learned along the way?
- What advice do you have for students looking to break into this field?
- What skills or experiences helped you the most in your career?
- Are there any professional organizations, conferences, or networking opportunities you recommend?
- Are there any common misconceptions students have about this career path?
- What are some practical steps students can take to build a strong foundation for a career in this field?
- Are there internships, projects, or experiences you recommend students seek out?
- If you could go back in time, what advice would you give your younger self when starting out?

/ Send a Thank-You Email

Subject: Thank You for Your Time

Dear [Professional's Name],

Thank you so much for taking the time to speak with me on [date] about [specific topic or industry area discussed]. I truly appreciated learning more about [specific insight or advice they shared], and your perspective on [company/role/industry] was incredibly helpful.

Our conversation reinforced my interest in [specific career path or area], and I'm excited to explore the next steps you suggested, such as [mention any advice or resources they recommended].

Please let me know if there's any way I can stay connected or support your work in the future. Thank you again for your generosity and guidance. I greatly value the time you shared with me.

Best regards,
[Your Name]
[Your Contact Information]