



Networking for a Job

Overview

Networking for a job stands out for its emphasis on building relationships to uncover hidden opportunities and gain referrals, offering a personalized approach beyond traditional job searching methods. It focuses on leveraging connections within your industry to access the hidden job market and advance career prospects effectively.

Steps to Network

Research Online Job Postings

- Explore local job listings to identify hiring companies and demand for your desired occupation.

Career Research and Inquiry

- Investigate your desired occupation and relevant companies through informational interviews to understand local labor market conditions.

Prepare Your Resume

- Ensure your resume is polished and tailored for each application.

Craft Your Elevator Pitch

- Develop a brief introduction that highlights your skills and goals for your target job.

Compile Networking Resources

- Create a list of contacts, including social media connections, and identify relevant events and groups to attend.

Communicate Your Job Search

- Inform your network about your job search and specify your target job.

Attend Networking Events

- Schedule weekly attendance at relevant events and groups to expand your network.

Follow Up on Leads

- Reach out to contacts for leads and track your interactions for follow-up.

Express Gratitude

- Send handwritten thank-you notes or emails to express appreciation for job leads provided by your contacts.



Source

University of Colorado Boulder Human Resources, Career Development (2020, August 18). *Types of Networking*. August, 2023, from <https://www.colorado.edu/hr/learning-development/career-development>