

# Networking Guide

Use this guide to help organize and prepare before your call.

- Name of the person you are calling: \_\_\_\_\_
- Your opening statement when calling a friend or relative:  
"Hi (name of person), this is (your name). I'm looking for a job and I hope you can help. Is this a good time for me to talk with you?" (Set up another time if needed).
- Your opening statement when calling a person who has been referred to you by a friend or relative:  
"Hello, my name is \_\_\_\_\_. I am a relative/friend of \_\_\_\_\_, I am looking for a job as a \_\_\_\_\_. He/she thought you might be able to help. Do you know how I could get this kind of job?"
- Ask for a job lead:  
"Do you know anyone who needs a person who can:  
\_\_\_\_\_  
name your skill area  
\_\_\_\_\_  
Name and phone number for job lead
- Ask for two referrals:  
"Do you know someone who knows about job openings for a person with my skills?"  
\_\_\_\_\_  
Name and phone number of referral  
\_\_\_\_\_  
Name and phone number of referral
- Thank the person and get their address:  
\_\_\_\_\_