

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: