

DePauw Alumni Advice to Seniors...

Quick Guide to Organizing Your Job Search Networking

Alumni say...

- When it comes to your job search remember...
- You have to do it by yourself, but you don't have to do it alone!
- Use this quick guide to organize your contacts into an effective job searching team

Step 1: Gather Your Contacts

- Identify family, friends, former colleagues or others that you think may be willing to help in your employment search
- Use Excel to create your database
- Include: Name, Address, Phone, Email, LinkedIn site, Notes
- Create one email distribution list with all your potential contacts

Step 2: Send an email like the following...

Subject:

Networking Weekly Update

Body:

Dear _____,

I'm writing you, as one of my personal contacts, to ask if you would be willing to be on my job search networking team.

With your permission, I'd like to send you a very brief once-a-week email update noting the jobs/companies to which I've applied. That way, if you happen to know anyone at any of these companies, you might be able to help me get a foot in the door, or refer my application to the right person. All participants will be "blind copied" on this email.

I'd really appreciate your help! If you're interested in accepting these updates, simply email me back with a "yes"; you may also opt out at anytime!

Thanks!

Best Regards,

Catherine DePauw

Step 3:

- Take all those that “opt-in” to helping and create a confirmed list of contacts who are willing to help.
- Clean your original list to contain only those who agree to help.
- If you are sending group email, then use the blind copied or BCC functiond
- Connect to each of your contacts via LinkedIn

Step 4: Follow up with weekly emails like the following:

Subject: Attention Job Search Team

Hello Networking Team!

Thank you, I'm really appreciative of your support in my job search. My resume will always be attached to these updates and you are more than welcome to forward my information to any of your contacts who may know of a position that is available in the Human Resources field .

Here's this week's update:

Coming Up Soon:

- o I have an in-person interview for the **Human Resources Coordinator** position this Thursday, 10/04 with **Jane Doe** at **Ice Miller LLP**.

My Applications in the Past Week:

Do you know someone at these firms? Could you help me get my foot in the door?

- o Applied for HR Generalist at **Fiserv** on 9/21
- o Applied for HR Consultant at **IU Health** on 9/21
- o Applied for HR Specliaist at **Pyramid Technology Solutions** on 9/24
- o Applied for Employee Relations Specialist at **Sallie Mae** on 9/25
- o Applied for HR Client Service Representative at **McHenry Consulting** on 9/26

Follow-up from the Past Week:

- o I had a phone interview for the **Human Resources Administrator** position with **Jane Doe** at **Gene B. Glick Company**. Waiting to hear if I will have an in-person interview with **Sally Somebody**, VP of HR.

Thanks again for your attention and support!

Catherine DePauw

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555-555-5555

www.linkedin.com/pub/catherine-depauw/myprofile

Attachment: My Resume

Step 5:

- For anyone who helps you, send them a 'Thank You' email
- or better yet, a hand-written thank you note for their support

Remember

- Keep it simple
- Be consistent
- Be gracious
- Return the favor
- For more help... visit the CGPops Advising Bar in the UB Lobby or call 765-658-4266 for an appointment with an advisor.