• Know what you want – be prepared to give a summary of what type of job you are looking for and what you have to offer such a position.

• Be knowledgeable – do your research, so you can speak intelligently about the work you are seeking.

• Remember, networking is a “two-way street” and should benefit both parties.

• Ask people for information and advice, not a job!

• Consider using a Networking Card or a Resume Highlights Card.

• Listen attentively to what people have to say and respond with intelligent questions or comments. (Having a short list of questions or topics to cover prepared in advance will help.)

• Ask for referrals to expand your network.

• Be courteous and respectful of a person’s time.

• Remember the importance of “Gate Keepers.”

• Be enthusiastic about your networking and your job search.

• Set goals to connect with a certain number of contacts per day or week.

• Be on the lookout for events you can attend and organizations you can join to enhance your networking.

• Ask people if you can use their name when addressing someone they’ve referred you to.

• Always thank the person and keep them up to date on your situation.

• Remember to keep networking, even when you’ve found a job.

• Have fun and enjoy the opportunity to meet new people.