

## Networking

About 85 to 90 percent of positions are not advertised. Therefore, learning how to network and finding ways to do so are critical to your job search. Contacting professionals is a productive use of your time, but it is very time consuming. Job seekers often get discouraged, but don't give up!

### Tips for Contacting Professionals Including Alumni

Time is precious. Ask professionals for a preferred meeting time.

After each encounter with professionals, immediately send a thank you note (see page 27).

Every few months, update all your contacts and let them know when you land a position.

Always offer to help even if they don't take you up on it. "If I could be of assistance, please let me know."

### Conversation Starters for Phone or Email

"I found your profile through the HMC Alumni Group on LinkedIn. I am a junior engineering major at HMC who's very interested in pursuing a career in consulting. Would you have some time to discuss what you do and what recommendations you have for someone with an engineering background looking to enter consulting? We can discuss this via email or phone, whichever is more convenient for you. I look forward to hearing from you."

"Hello, I'm Mahalia Mudder. I will be completing my bachelor of science degree in physics from Harvey Mudd College in May, and I'm investigating research laboratories in the Los Angeles area. You attended the Alumni Career Forum at HMC last September, and I thought you might be able to offer some helpful insights as I prepare to launch my career. I sent you a letter of introduction and resume last weekend, and I'm hoping we can arrange a time to speak for a few minutes."

"My name is Harry Mudd. Peter Nguyen, a colleague of yours, gave me your name and said that you would be an excellent person to talk with to learn more about working for a large software company."

"I recently spoke to Ms. Smith at the Harvey Mudd College fall career fair. I am a sophomore pursuing a computer science degree, and I would greatly appreciate meeting with you for 30 minutes sometime next week to discuss some of your insights about this field."

### Possible Questions for Professionals

- What recommendations would you have for someone looking to enter the industry?
- What skills and experiences would help me stand out as an applicant in this industry?
- How can students find summer internships in your field?
- What does a typical day look like? What do you like most/least about your occupation?
- What are the key companies, organizations and professional associations that I should know about?
- Are there other professionals that you recommend I contact?

Note that none of the questions are about a specific job. You should only be seeking wisdom, tips, strategies, leads and direction from these contacts.

