

NETWORKING

PURPOSE

- **The purpose of networking is to connect and gather information.**
- You are simply inquiring if your reader is willing to share insights, suggestions, and experiences. This is not a transaction where you are asking your contact to provide employment. Unburdened by the expectation to "get you a job or internship," the contact is far more likely to respond and provide helpful information.

REACHING OUT

- The key in reaching out is to phrase your email in a way that will prompt your reader to say "yes."
- Keep your inquiry brief and considerate. Do not set a "time limit" on when you expect a response.
- Explain who you are and why you are writing (remember the "why" is information).
- Do not provide a resume unless/until you are asked to do so.

RESOURCES

- If you are using the [Dartmouth Career Network](#) to make a connection, each person listed there has volunteered to offer advice and provided their contact information specifically for this purpose. You are not imposing when you reach out.
- [LinkedIn](#) is a valuable source for networking. As the world's largest social network, including [over 54,000 Dartmouth students and alumni](#), LinkedIn enables you to see how others present their skills and experience. In LinkedIn, you can create your own profile, similar to an "online resume," and make connections throughout the world. Check out our [Quick Tips for LinkedIn](#) to learn more about creating and optimizing your profile.

SAMPLE NETWORKING INQUIRY

Subject Line: Student Interested in your Experience

Dear Mr. Ruben,

I am currently a <<student year>> at Dartmouth College where I study <<insert subject>>. I came across your name through the <<insert source>>. I would appreciate the opportunity to talk with you and learn more about your experience in <<insert area>> as your schedule allows.

I look forward to hearing back from you and the opportunity to connect in the near future. I am available by email <<insert address>> and/or cell <insert phone>>. Thank you in advance,

All the best,

Anita Job

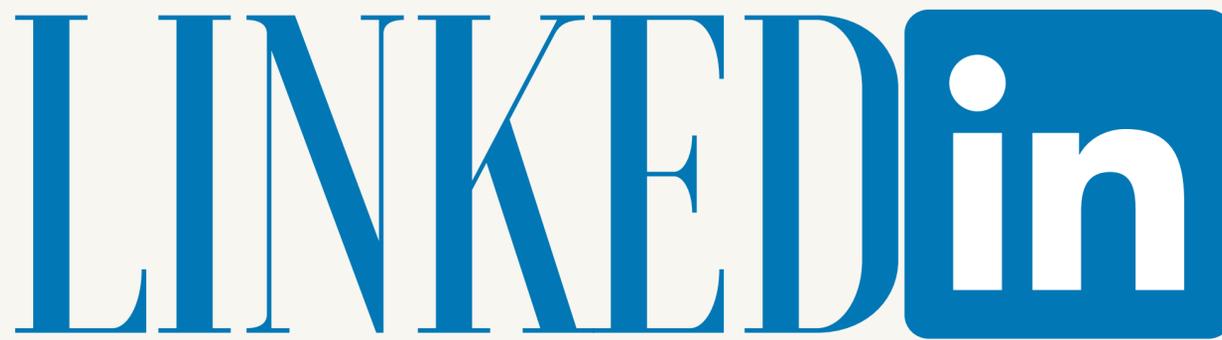
AFTER YOUR INITIAL OUTREACH

Be patient: recognize that you may not hear back from a contact for several days. Try reaching out again after 7-10 days. Being (politely) persistent is key. Give it 2-3 attempts before moving on. Once you manage to connect, see if you can set up a regular time to check in with each other, perhaps every month or every quarter, depending on the contact's preference. This way you develop and maintain a strong connection. This is an investment in your future and you're flexing an important muscle: your networking abilities!

Practice gratitude and think about ways to make the networking relationship feel more reciprocal. Saying "thanks" is a must - always send a thank you email or send a hand-written note within 48 hours to express your appreciation for the conversation. If appropriate, you could also offer help in return. Perhaps the person you talked with mentioned struggling with Excel. If you have strong skills in Excel, you might mention that and ask how you could be helpful.

For more guidance, or to practice your networking skills, log into [DartBoard](#) to schedule an appointment with a CPD Career Coach.

CPD QUICK TIPS



WHAT IS IT?

- **World's largest professional social network** - 660M Users | 200+ Countries
- Your profile is your online resume/business card (minus grades and test scores)
- Comprehensive platform that includes job and internship listings, status updates, and [54,000 Dartmouth Alumni](#)

BEST PRACTICES

- **Complete your LinkedIn profile:** Headline (<120 characters), headshot photo, profile URL, summary (2,000 characters or less), past experience, courses, projects, and skills
- **Show your personality:** what you study, what you hope to do, and what you'd like to learn about
- **Don't go it alone:** look at how others with similar interests and background present themselves. See [54,000 Dartmouth alumni](#) - research what they studied and where they are now.
- Request to join the [Dartmouth College Alumni Group](#) - 19,000 members, including students
- [Schedule an appointment](#) with a CPD career coach to go over your profile and networking strategy

SAMPLE PROFILES

- [Kyle Bretherton '20](#)
- [Jonathan Robert Glied Briffault '21](#)
- [Joshua Greene '23](#)
- [Ashwini Narayanan '22](#)
- [Wending Wu '23](#)
- [Cecilia Zugel '21](#)

QUICKSTART

- [LinkedIn Profile Checklist](#)
- [Student Job Hunting Handbook](#)

Want to learn more about how we can support you?

Visit cpd.dartmouth.edu