



Networking 101



Understand the purpose of a career community/network, what type of support you can seek, and how to engage with them. Use this worksheet to get started!

Why is Networking essential?

More than 60% of CSU alumni found their first opportunity after graduating through connections - former supervisors, faculty, staff, family, friends, and community members. Your network is a lifelong web of support that you already have *and* can build.

Step 1: Identify your needs and who is already in your community

Your Next Career Transition:

What are 3 questions, fears, or needs you have about your next career transition?

- 1.
- 2.
- 3.

Who are 2 people you already know and would turn to for support with this transition?

Name 1: How they would support you:	Name 2: How they would support you:
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***Example:** My roommate keeps me motivated when I'm applying to internships, and we talk about our fears of transphobia in the workplace.*

Step 2: Understand the three roles everyone needs in a career network

What kind of support can you offer & ask for? People can be multiple roles and it can change over time.

Mentor	Link	Hiring Official
These are people/networks who can share their resources, experience, and stories, and tend to be more invested in your wellbeing.	These are people/networks who can advocate for you, make introductions, promote your application materials, or share upcoming opportunities with you.	This is someone in an organization who has the authority to hire, recruit, and/or supervise you.

Think about the people you listed in Step 1; **what role could they play in this career transition?**

Name 1:	Role:	Name 2:	Role:
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***Example:** My baseball coach = Mentor (they know me well and are invested in my growth)*

Step 3: Update your current network on your career transition

Sample Message to Someone Already in Your Network:

Hello [their name], I hope you're doing well! I was just thinking about you and [mention something you appreciate about them, a fond memory, or maybe ask a question about them and their life].

As an update, I'm [your next career transition]. So, I'm reaching out to everyone I know for information or connections to navigate this. [Share 2+ specific needs; for example] Do you happen to have ideas or insights into cool companies in [locations]? Do you have any connections to people working in X field you'd be willing to introduce me to or share my resume with? Or internship openings or programs you know about in this field or your company? If something comes up, I hope you think of me – if not, I still appreciate your time and any encouragement, thank you! Best, [your name]

Step 4: Expand your network to fill the gaps

After reaching out to everyone you know, who's missing? A fancy term for networking with strangers is "informational interviews" for you to ask *them* questions about their careers. **Informational interviews are normal and expected; initiate them to build relationships and expand your network!**

Where do I find people?

Mentor <i>People with work experience you're interested in, faculty, advisors, coaches.</i>	Link <i>People who are connected to a company or person you want to meet.</i>	Hiring Official <i>Recruiters, HR professionals, managers hiring for a job.</i>
<ul style="list-style-type: none"> • Message 3+ alumni on LinkedIn with your major and follow companies (see Networking 101 video below). • Search for professional organizations in your field & social media platforms to find mentor networks and groups. • Join student clubs, talk with speakers. • Talk with the faculty and advisors. 	<ul style="list-style-type: none"> • Start with LinkedIn; ask an alum who works at the company you like for an informational interview. Learn about the company, hiring cycles, & the inside scoop, and who you should talk with next. • Ask existing connections if they can be a sponsor (see Step 3). 	<ul style="list-style-type: none"> • On Handshake, follow and message employers of interest. • Attend conferences & hiring events on & off campus (see link below to Career Center events). • Search "HR" or "recruiter" on LinkedIn company pages. Reach out to them for information.

What do I say when I reach out?

<p>LinkedIn Sample Message</p> <p>Hi [their name], I'm a Philosophy first-year and found you via CSU Alumni. I'm exploring careers and would love to hear your story. Are you open to a Zoom or phone call soon? Thanks! – [your name]</p>	<p>Elevator Pitch Sample (in-person events & introductions)</p> <p>Hello! My name is X, my pronouns are X (optional), & I'm a CSU senior majoring in X. For my next step, I'm excited to find [FT? PT? Internship?] for [ideal start date or time frame]. I'm particularly motivated to find opportunities in [1-2 fields] where I can [what's motivating you; what types of communities, problems, or tasks do you want to contribute to?]. [Then ask 1-2 questions, see list below].</p>
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Networking Resources:



Informational Interview Checklist



How to Make a LinkedIn Profile



Networking 101 video



Career Center Events

For more College of Liberal Arts career preparation activities and resources, [visit here.](#)