



## Networking During the Job Search



[“Four women working in a business meeting in a cafe coffee shop”](#)  
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Networking is a key part of job hunting. All it means is talking to others—either formally or informally—about your job search and career goals.

### NETWORKING FACTS:

- It is not the same as asking for a job. Usually, your networking contacts will not be potential employers.
- It helps you learn inside information about jobs that are being created.
- It lets you tap into the “hidden network”—the many jobs that are never advertised.
- It's helpful for ongoing professional and personal development.
- An employer who is not hiring today may be looking for someone like you tomorrow.
- Before you begin networking, be clear about your job search goals.

### Think about what you want to say to others about yourself, and what you want to know from them.

- What kind(s) of job(s) are you looking for?
- What skills and experience prepared you for these jobs?
- Are you focused on a particular industry?
- Do you want to find a job at a particular company?
- Do you want to look for jobs in one local area?

### An elevator speech is a two-minute description of your skills and career goals.

It's an easy way to share what you want to learn from someone who is in a position to help you. Here's an example:

"Hi. My name is \_\_\_\_\_. I'm looking for ( a kind of job ) in ( an industry, field, or location ). I really enjoy ( something about a past job or experience ) . I'm good at ( a certain job skill )."

After you've briefly stated these facts, you can ask for help or advice.

For example:

- "Do you have any advice for me?"



- "Do you know anything about this company?"
- "Do you know anyone who does know about \_\_\_\_\_?"
- "Can I use your name to contact them?"

Source: U.S. Department of Labor, Employment and Training Administration. *Why Network?* (n.d.). Web: <http://www.careeronestop.org/JobSearch/Network/why-network.aspx> and CareerOneStop. *Your elevator speech.* (n.d) Web: <http://www.careeronestop.org/jobsearch/network/elevator-speech.aspx>.