

# NETWORKING TIPS AND TRICKS

Here is a list of tips for when you are looking to expand your network! Take advantage of networking opportunities and get the most out of them by following these guidelines.



- Meet People Through Other People
  - If you want to meet someone, ask someone who knows them to introduce you. You can easily start a conversation this way and expand your network.
- Leverage Social Media
  - Make sure that your LinkedIn is always up to date and use it to reach out to your contacts and expand your network.
- Go to Networking Events
  - When you have the opportunity to go to a networking event, take it! Introduce yourself to people that you do not know so that you can get a conversation going.
- Have a Good Business Card
  - Have a good looking business card and give it to people so that they remember you and have your contact information.
- Don't Ask for a Job
  - When networking, do not ask for a job. Use networking as a chance to make connections that will land you a future job later, rather than as a means of actively looking for a new job.
- Use Your Resume for Advice
  - Ask people to take a look at your resume and provide feedback. This gets your achievements in front of their faces and also gives you a chance to revise your resume.
- Help Other People When They Need It
  - If someone asks for your help, help them. Networking is all about relationships, so you should take opportunities like these to strengthen those relationships.
- Don't Take Too Much Time
  - Time is money, so make your interactions brief and to the point. Do not try to monopolize someone's time, as this will be counterproductive to your networking.
- Let The Other Person Talk
  - Ask questions about the other person's position and their interests. In order to leave a good impression, you should show interest in them.
- Ask for More Contacts
  - Ask other people if they know anybody in an area that you would like to branch into. Then you have a person to reach out to a reason to start a conversation with them.
- Find a Reason to Follow Up
  - Find an article or something related to a conversation that you had and send it to follow up. Keep the conversation going by reaching every few months or so.
- Always Remember to Say Thank You
  - Remember your manners! Impressions are very important in networking.

Sources:

<https://www.kangan.edu.au/students/blog/successful-networking-tips>  
<https://www.scienceofpeople.com/networking/>