



The Getting to Clarity Job Networking Checklist:

- Start with someone you know in an industry you are interested in. Ask them to coffee, lunch or a general meeting. Tell them you are making a career change and you would value their input.
- At the meeting, learn what it is that they do specifically. Make notes on suggestions as well as personal points you will want to remember about them.
- Let them know what you're looking for according to your goal and values.
- Ask them who else you should talk to. Is there a couple or few names they would suggest you connect with.
- Ask before you leave if there is a way that you can help them.
- Make sure you get their business card.
- Send a thank you email, or to go one step further and really stand out, a handwritten note of thanks.
- Be sure to connect with them on LinkedIn if they have a profile. When connecting on LinkedIn, (1) remind them of where you met and (2) tell them you would enjoy staying connected on LinkedIn as well.