

## Networking and Job Search Strategies Worksheet

**Instructions:** Fill out according to your major and discuss/share ideas in class.

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My name is	
I will be graduating in	
with a degree in	
from	

I have relevant experience doing/with/in	
I am seeking...	
Informational questions I can ask contacts while networking	

Target COMPANIES include:	
Target LOCATIONS include:	
Target ORGANIZATIONS include:	
Target EVENTS include:	

Tools I HAVE or NEED:	Resume: Y/N   Business Cards: Y/N   Elevator Speech: Y/N Professional Attire: Y/N   LinkedIn Profile: Y/N   List of Resources: Y/N
Job Search Plan of Action:	

Find 3-5 positions you qualify for	
What tools did you use?	
What search criteria did you use?	

### **SAMPLE ELEVATOR SPEECHES:**

My XXX (co-op, project) was at ABC Manufacturing where I collected data and performed analyses for the building of a new XXX plant. To start with, I studied the motor plant's layout and analyzed the possible outcome for the establishment of a new manufacturing facility. Then I .... Finally, I implemented Shortest Processing Time (SPT) to improve the efficiency of production. Once implemented, my recommendations provided an improvement in XXX from XX% to XX%.

Hi, my name is Kim Yee. I will be graduating in December 2017 with my Professional Science Master's degree in Green Chemistry and Engineering from the University of Toledo. I have relevant experience in sustainability issues with regards to environmental policy developed within supply chains. Most recently, I interned with ABC Chemical Co. where I analyzed their current supply chain for opportunities to incorporate sustainability measures without going over budget. The company reviewed and adopted my proposal, bringing them in compliance with new sustainability mandates in their industry. I am interested in finding out if your company will be needing to analyze current sustainability measures or compliance in your supply chain?

### **SAMPLE QUESTIONS TO ASK DURING NETWORKING:**

How long have you been with XXX? How did you start out in this industry?

Who are your clients? What markets are you in?

What is the best way to get my foot in the door here?

Does your company offer any opportunities in ...?

Would you mind taking a quick look at my resume?

Is there anyone else you think I should speak to?

Working Notes and Ideas