

My Existing Contacts

Immediate family:	Relatives near and far:	Close friends:
Distant friends/Old friends:	Neighbors:	Classmates (current/former):
Teachers/Professors (current/former):	Minister/Priest/Rabbi/Counselor:	Accountant/Tax consultant/Banker:
Beautician/Barber/Manicurist:	Club/Group members:	Doctor/Dentist:
Friends of family:	Former coworkers:	School parent groups:
Mechanic:	Casual Acquaintances:	Other:

Networking Questions

Advice

- Do you have any specific tips or advice for someone entering your field?
- I saw a position open at your company, can you tell me the best way to apply?
- Can you suggest some companies with solid reputations in the (alternative energy) field that I should target?
- Would you be willing to review my resumé and offer me your feedback?

Information

- Do you belong to any professional organizations or know of any that I should join?
- Are you noticing any changes in your industry or field?
- What resources do you use to keep your skill set sharp?
- What skills should I really focus on to keep my skill set sharp?

Referrals

- Do you know anyone, or do you know anyone who might know someone that works at (Apple)?
- Who else would you suggest I speak with for additional advice or information?

Abbreviated Summary Statement

The summary statement is a tool you can use to make each person aware of your background so that he/she can give you the appropriate job search information.

Traditional Summary Statement	Abbreviated Summary Statement
<p>First: Describe your years of relevant experience OR (if changing fields) offer any relevant certificates or degrees followed by number of years of experience and broad transferable skills.</p> <p>Second: Provide more detail, highlighting special technical skills or other special knowledge skills that make you uniquely qualified for the position for which you are interviewing.</p> <p>Third: Focus on any personal qualities and job-related values that are relevant to your desired position.</p>	<p>Opening: Years of experience in the field, job title, and brief description of education and training.</p> <p>Second: Type of position you are seeking</p>
<p>Example 1:</p> <p>I have over seven years of experience as an Administrative Assistant, working in fast paced business environments. My skills include working with MS Word, Excel, Access, and PowerPoint, typing 55+ wpm, and coordinating travel and special events. I am an organized, motivated, and independent professional with a passion for making things easier for others.</p>	<p>Example 1:</p> <p>I have over seven years of experience as an Administrative Assistant, working in fast paced business environments. I am currently looking for similar positions and I am open to both small and large companies.</p>
<p>Example 2:</p> <p>I recently completed a certificate program in accounting emphasizing Accounts Payable and Accounts Receivable as well as general bookkeeping. I have over 8 years of experience utilizing mathematical principles and performing very detail-oriented tasks. I am a dedicated employee committed to producing consistently accurate and high quality work.</p>	<p>Example 2:</p> <p>I recently completed a certificate program in Accounting emphasizing Accounts Payable and Accounts Receivable as well as general bookkeeping. I am looking for an entry level accounting clerk position.</p>

Traditional Summary Statement

Abbreviated Summary Statement

Example 3:

While earning a BSEE degree, I acquired over 6 years of supervisory experience in Manufacturing and Quality Assurance. My skills include: TQM, ISO, training and motivating personnel, and developing and implementing policies and procedures. I am well versed in engineering and manufacturing concepts with outstanding communication and interpersonal skills.

Example 3:

While earning my BSEE degree, I acquired over 6 years of supervisory experience in Manufacturing and Quality Assurance. At this time, I am looking to transition to technical program management positions within the high-tech field.

Making Contact

E-mail / Private Message / LinkedIn Message

Haven't talked to in a while

Hi, Chris.

I see from LinkedIn that you're currently working at [company name]. Congratulations on the new role. You have inspired me to think about my career and I'm contemplating making some changes. Would you have time for a cup of coffee, or a phone call so that I can ask you some questions?

Sincerely,

XXX

Have a referral

Hello, Ms. Jones.

Judy Davis suggested that I contact you regarding my interest in recreation and community services. She thought you would be a good person to offer some career advice.

My background is in administrative assisting; however, I am exploring a possible transition to community services. I'd like to chat with you for a few minutes to see if you have any specific tips or advice for someone entering your field.

Sincerely,

XXX

