Who you know makes a difference. Research from multiple sources shows that as many as 85% of jobs are obtained through networking and that 70% or more of these positions are never advertised. Having professionals in your corner will help you learn more about the career(s) you’re interested in and open doors to opportunities others may never even hear about.

After meeting a potential connection, it is important to reach out and stay in touch. If they provided you with an email address, send them a brief note. Also, use [LinkedIn](https://www.bing.com/ck/a?!&&p=630ea11d4e82d0fcJmltdHM9MTY2MzQ1OTIwMCZpZ3VpZD0yOTMwODFkNC0wZDQ3LTY2YjQtMWRmNi05M2RkMGM2YjY3ZWImaW5zaWQ9NTE3Nw&ptn=3&hsh=3&fclid=293081d4-0d47-66b4-1df6-93dd0c6b67eb&u=a1aHR0cHM6Ly93d3cubGlua2VkaW4uY29tLw&ntb=1) to connect with professionals you meet.

Use the following to keep track of your professional connections. Make sure to keep in contact with them.

|  |  |
| --- | --- |
| EXAMPLE | |
| **Name** | London Jones |
| **Job Title** | Chief Technology Officer |
| **Company/Organization** | Lucky Feather Software |
| **Email address** | ljones@lfsoftware.com |
| **How/when did I meet them?** | I met them when I was job shadowing at their company when I was a sophomore and then they have been mentoring me. |
| **When did I last communicate with them? (date)** | We texted back and forth in July 2023 |
| **How am I connected to them?** | ☒ LinkedIn  ☐ Slack  ☒ Email  ☐ Other (specify) – we text |
| **How well does this connection know me?** | ☐ Not well – limited interaction  ☒ Somewhat – multiple interactions/building a professional relationship  ☐ Well – can serve as a reference |
| **Notes** | Reach out in September to tell them about how the start of the school year is going and to discuss my goals and in November to talk about the possibility of doing an internship at their company |

|  |  |
| --- | --- |
| CONNECTION 1 | |
| **Name** |  |
| **Job Title** |  |
| **Company/Organization** |  |
| **Email address** |  |
| **How/when did I meet them?** |  |
| **When did I last communicate with them?** *(date)* |  |
| **How am I connected to them?** | ☐ LinkedIn  ☐ Email  ☐ Other (specify) - |
| **How well does this connection know me?** | ☐ Not well – limited interaction  ☐ Somewhat – multiple interactions/building a professional relationship  ☐ Well – can serve as a reference |
| **Notes** |  |

|  |  |
| --- | --- |
| CONNECTION 2 | |
| **Name** |  |
| **Job Title** |  |
| **Company/Organization** |  |
| **Email address** |  |
| **How/when did I meet them?** |  |
| **When did I last communicate with them?** *(date)* |  |
| **How am I connected to them?** | ☐ LinkedIn  ☐ Email  ☐ Other (specify) - |
| **How well does this connection know me?** | ☐ Not well – limited interaction  ☐ Somewhat – multiple interactions/building a professional relationship  ☐ Well – can serve as a reference |
| **Notes** |  |

|  |  |
| --- | --- |
| CONNECTION 3 | |
| **Name** |  |
| **Job Title** |  |
| **Company/Organization** |  |
| **Email address** |  |
| **How/when did I meet them?** |  |
| **When did I last communicate with them?** *(date)* |  |
| **How am I connected to them?** | ☐ LinkedIn  ☐ Email  ☐ Other (specify) - |
| **How well does this connection know me?** | ☐ Not well – limited interaction  ☐ Somewhat – multiple interactions/building a professional relationship  ☐ Well – can serve as a reference |
| **Notes** |  |