

Network, network, network!

A personal network consists of all the people who can help you, and who you might also help in return. These include personal as well as professional contacts from whom you can ask advice or a reference and who will give you what you need. Keep track of who is in your network—you may be surprised how many people are willing to help!

When you need a job, contact the people in your network who may know of a job opening and/or who would be willing to act as a reference. Many employees are hired because of a referral from a teacher, friend, co-worker or relative so it is important to keep your network list up to date and in good standing (don't burn your bridges).

Remember to write thank you notes to people you ask for help (i.e. references, recommendations, etc.). Acknowledging what people do for you is a great way to keep people engaged in helping you in the future!

Planning Strategies:

Start by listing all your close personal friends on the worksheet (see the following page). They, or their parents, may be able to help you find job openings, places to live, activities for fun, etc.

Consider the adults in your life—teachers, counselors, employers, community leaders. Often they know employers in the community who have employment opportunities for youth. Neighbors, relatives and people at your church may also be good contacts to keep in your network list.

Add names to your network profile as you meet people important to your life.

Networking Contacts

<p>1. Name: _____ Phone: _____ City, State, Zip: _____ Network Information (how do you know this person, where do they work, etc.): _____ _____ _____ When did you first meet this person? _____ Notes/Results/Letters: _____ _____ _____</p>
<p>2. Name: _____ Phone: _____ City, State, Zip: _____ Network Information (how do you know this person, where do they work, etc.): _____ _____ _____ When did you first meet this person? _____ Notes/Results/Letters: _____ _____ _____</p>
<p>3. Name: _____ Phone: _____ City, State, Zip: _____ Network Information (how do you know this person, where do they work, etc.): _____ _____ _____ When did you first meet this person? _____ Notes/Results/Letters: _____ _____ _____</p>

4. Name: _____ Phone: _____

City, State, Zip: _____

Network Information (how do you know this person, where do they work, etc.): _____

When did you first meet this person? _____

Notes/Results/Letters: _____

5. Name: _____ Phone: _____

City, State, Zip: _____

Network Information (how do you know this person, where do they work, etc.): _____

When did you first meet this person? _____

Notes/Results/Letters: _____

6. Name: _____ Phone: _____

City, State, Zip: _____

Network Information (how do you know this person, where do they work, etc.): _____

When did you first meet this person? _____

Notes/Results/Letters: _____

7. Name: _____ Phone: _____

City, State, Zip: _____

Network Information (how do you know this person, where do they work, etc.): _____

When did you first meet this person? _____

Notes/Results/Letters: _____