

# Ohio Division Image Committee Your Partner For Success



## NETWORKING WORKS!

### Ready for a career or job change?

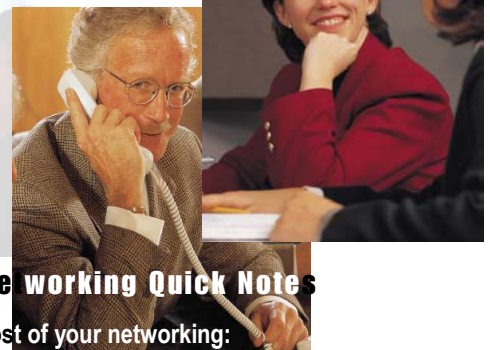
Try job search networking. It's easy and it really works! More than 60% of all jobs are found by networking. You can network by contacting friends, people in associations where you are interested in working, and IAAP members – just to name a few.

### Helpful hints for success:

- ▶ Make phone calls to your contacts and ask for information and advice and then ask about job openings.
- ▶ E-mail is an acceptable way to network. Keep your message brief and check spelling, grammar, etc.
- ▶ Mention in conversations at parties and gatherings that you are seeking employment.
- ▶ Formal networking at business socials or association meetings and events works too. If you are shy, volunteer to work the registration table or walk around the room with a friend.
- ▶ Exchange business cards. Note details you want to remember on the back of the business cards you receive.
- ▶ Be ready to list your accomplishments, work history and educational background. Let them know the assets you will bring to the job.
- ▶ Remember your contacts cannot offer you a job but may have contact information you need!
- ▶ Follow through with referrals, and always follow up with your contacts by thanking them in writing.
- ▶ Use the Internet to network! Visit discussion boards such as [www.jobsearchforum.com](http://www.jobsearchforum.com) to network with career professionals and other job seekers.

Excerpts from [jobsearch.about.com/cs/networking](http://jobsearch.about.com/cs/networking)

Send your ideas to the email address listed here, or contact any of these Committee members.



## Networking Quick Notes

### Make the most of your networking:

- ◆ Remember the contact person is not an employer or recruiter.
- ◆ Be friendly and out-going with your contacts.
- ◆ Be prepared to share information about the type of position you are seeking and the skills/experience you have to offer.
- ◆ Never ask them if they have any jobs available.
- ◆ Offer to send your contact a copy of your resume and cover letter.
- ◆ Ask permission to use your contact's name in an interview.
- ◆ Follow up with any referrals your contacts give you!
- ◆ Always send a thank you note to anyone with whom you have made contact—they will remember you!

Happy Networking!



## Ohio Division Image Committee

Susan Straub CPS/CAP, Chair  
800.445.8733 x343

Julie Dew	614.854.3940
Janene Fiala CPS/CAP	513.721.7944 x233
Elaine Frankowski CPS	330.722.6235 x2902
Connie Switts	614.435.6762

[ohiodivisionimage\\_iaap@yahoo.com](mailto:ohiodivisionimage_iaap@yahoo.com)