

# Career Ready: Share Your Story using a Networking Brief

A Networking Brief offers insight into background, achievements, areas of expertise, interests, and targeted roles, encompassing job titles, companies, and geographical preferences. Different from a resume it serves to convey career goals and history, enabling others to understand who you are and what they can expect from you as a professional.

## When to Use a Networking Brief

- **Networking Meetings & Events:** Networking Briefs can be *sent before* you meet with an existing or new contact, *shared during* a meeting with contacts, or *emailed*, after a meeting with a contact.
- **As You Develop an Elevator Pitch:** A quick introduction to be used when you meet new professionals or alumni at networking events and career fairs, connect with employers at career fairs or other events, or in an interview, at the beginning or when you are asked, "Tell me a little bit about yourself."
- **When Writing Your LinkedIn Profile ABOUT Section:** Parts of your Networking Brief will be the centerpiece paragraph of your LinkedIn ABOUT section.
- **As You Create Your Resume Summary Section:** This is the first section of your resume and is usually 3-5 phrases or sentences and includes your skills. The rest of your resume supports the claims you make in your accomplishment's statements and subsequent resume sections.

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### Contact Info

- First & Last Name
- Phone number
- Email address
- LinkedIn and other social media links

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### Recent Roles

List any career-related, paid or unpaid positions. Include Job Title, Department, Organization, City, ST

2

### Education

- Degree, Majors, Institution, City, ST
- Certifications

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### Seeking Roles Within

List the types of industries that interest you

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### Accomplishments/Project Highlights

List 3-5 action word phrases highlighting accomplishments with an emphasis on your skills

Accomplishment 1

Action Word Phrase: \_\_\_\_\_

Accomplishment 2

Action Word Phrase: \_\_\_\_\_

Accomplishment 3

Action Word Phrase: \_\_\_\_\_

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## Competencies

List 3-5 skills using action word phrases. List skills you possess that are highly relevant to your career objective

Skill 1 \_\_\_\_\_

Action Word Phrase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skill 2 \_\_\_\_\_

Action Word Phrase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skill 3 \_\_\_\_\_

Action Word Phrase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Organization Culture Preferences

Cultural Preferences are personal values that influence your approach to life, school, and work.

- Help others understand what you are looking for in a workplace.
- This may include the setting, mission, or actual work.
- Think about what you need in a career/organization to be satisfied.
- Consider your own values and the types of environments that have been a good match for you in the past.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Once you have written your basic outline, rewrite it in your own voice or try dropping it in chat GPT**

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## Personal Branding Statement

*write this last, but list second on Networking Brief*

- Your brand is your promise to those around you
- It tells people what they can expect from working with you and around you
- It shows how you are unique from others

1. **Where are you now?** Includes your name, your current role (intern, student, job title)
2. **Where have you been?** Share any experiences you have that highlight strengths and skills. Consider class projects, volunteer work, research, internships or jobs.
3. **Where are you going?** Talk about what kinds of opportunities you are seeking such as your desired position, projects, organization, or sector.

*Current (year in school), majoring in (major) at Augustana College. I am involved in (add any extra curriculars). I am particularly proud of (accomplishment) during my (internship, project, job, etc.) with (organization). Some strengths of mine include (strength 1, strength 2, and strength 3). I am known for (unique skill). I am seeking (role) in (sector) focused on (project, population, etc.)*

**Personal Branding Statement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## First & Last Name

phone number

email address

linkedin url



## This is where you put your Personal Branding Statement

Current (year in school), majoring in (major) at Augustana College. Involved in (add any extra curriculars). Particularly proud of (accomplishment) during my (internship, project, job, etc.) with (organization). Strengths include (strength 1, strength 2, and strength 3). Known for (unique skill). Seeking (role) in (sector) focused on (project, population, etc.)

### EDUCATION

- Degree, Majors, Institution, City, ST
- Certifications

### RECENT ROLES

List any career-related, paid or unpaid positions

- Job Title, Department, Organization, City, ST
- Job Title, Department, Organization, City, ST

### ACCOMPLISHMENTS/PROJECT HIGHLIGHTS

- Action word phrases highlighting accomplishments with an emphasis on your skills
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### ORGANIZATION CULTURE PREFERENCES

List the types of industries that interest you

- Types of settings
- Types of settings
- Types of settings

### COMPETENCIES

List 3-5 skills using action word phrases or list technical skills required for positions you are seeking.

List skills you possess that are highly relevant to your career objective

- Action word phrases highlighting skills
- Action word phrases highlighting skills
- Action word phrases highlighting skills
- Action word phrases highlighting skills

### SEEKING ROLES within

- Industries of interest
- Industries of interest
- Industries of interest



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## RECENT ENGINEERING GRADUATE

Degree in engineering and passion for delivering successful projects

Bringing a strong foundation in project management, data analysis, and problem-solving.

Eager to contribute to forward-thinking organizations by excelling in project planning, budgeting, and risk management. Skilled in collecting and interpreting data, combined with analytical thinking as a determined problem-solver.

## EDUCATION

Bachelor of Science, Engineering + Physics  
Augustana College, Rock Island, IL

## RECENT ROLES

- Mechanical Engineering Intern, Novelis Davenport Manufacturing, Davenport, IA
- Dining Supervisor, Augustana College Dining Services, Rock Island, IL

## COMPETENCIES

- Technical Skills: Scientific Software: The MathWorks MATLAB, Prode PD-Plus, Cerebro CerebroMix, SoftLab PHEdesign
- Development Environment Software: C, Microsoft Visual Basic, National Instruments LabVIEW
- Database Query Software: G&P Engineering Software PhysProps, SQL, Microsoft Access
- Graphics Software: Chempute Software ChemDraw

## ACCOMPLISHMENTS/PROJECT HIGHLIGHTS

- Designed and built a small-scale renewable energy system (solar, wind, or hydropower).
- Developed a robotic arm with specific functionality
- Conducted a finite element analysis (FEA) of a mechanical component or structure.
- Created a 3D-printed prosthetic limb with user-friendly features.

## ORGANIZATION CULTURE PREFERENCES

Small engineering firm focused on niche areas within the field of engineering with a client-centric approach. A focus on innovation and creativity with a culture that promotes thinking outside the box and finding novel solutions to engineering challenges.

## SEEKING ROLES within

- Project management
- Mechanical Engineering
- Environmental Engineering