

✓ PROFESSIONAL NETWORKING CHECKLIST

Building a strong network increases your visibility, allows for impactful connections and produces successful outcomes

HOW TO NETWORK

- Elevator Pitch
 - 30-60 second introduction
 - Your name
 - Current student: major + year in school
 - Alumni: years of experience in field, industry, and education
 - Summarize relevant experience
 - Indicate your why and what you're looking for
 - End with engaging statement
- Make eye contact + smile
- Know your audience: research (align relevant information)
 - builds confidence and appeals to your audience
- Use [Vmock](#) (available to current students) for getting instant feedback on:
 - Your Elevator Pitch by selecting the "Tell Me About Yourself." Question
 - Your LinkedIn profile by using the Aspire feature
- Use [LinkedIn](#)
 - [How to Network on LinkedIn](#)
 - [LinkedIn Guide to Networking Group Page](#)
 - [How to Build a Great LinkedIn Profile](#)
 - Search professionals, events, groups, jobs, alumni, and companies of interest
 - [UTSA LinkedIn page and search Alumni](#) for connections
- Use [Roadrunner Network](#) (a networking platform only for UTSA students & alumni)
 - Utilize discussion board to seek advice on career-related questions
 - Make connections with alumni and use outreach templates for professional messaging
 - Make your profile video and utilize the [Iris Booth](#) for your professional profile photos

WHO TO NETWORK WITH:

- Alumni
- Faculty
- Mentors
- Colleagues/Classmates
- Student Organizations
- Influencers
- LinkedIn Connections
- Recruiters/Employers at Career Expos
- Family/Friends
- Guest Speakers
- Company employees

WHERE TO NETWORK:

- [LinkedIn](#)
- [Roadrunner Network](#)
- [UTSA Campus Events & Handshake Events](#)
- Career Expos
- Workshops/Webinars
- [Student Organizations](#)
- Professional online forums/Professional Organizations
- Company Events
- Internships
- Jobs
- Volunteering
- Research Conferences
- Study Abroad
- Externships

ADDITIONAL INFO & TIPS:

- Utilize [LinkedIn Learning](#) (available to current students) for skill development

- Review:
 - [Questions to Ask Employers](#) when attending a career expo and/or hiring event
 - [Networking questions](#)
 - Focus on relationships, not transactions
 - Mindset: “*How can I help?*”
 - Don’t make the process about you
 - Follow-up:**
 - **24-hours** write thank you email
 - **7-days** connect with contact via LinkedIn & follow company on LinkedIn, Facebook, Twitter, Instagram, etc.
 - **30-days** touch base, inquire about positions, schedule a meeting, etc.
 - Follow-up with professional etiquette by writing a [Thank You Letter](#)
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PERFECT YOUR PITCH

I. Hello, I’m _____. I am a (class year) student studying _____, and I was excited to see your organization was participating in the career expo today.

OPTIONAL STATEMENTS

II. (*Working on getting experience*) I am interested in a career in _____ (field and/or industry) and I am eager to build my skill set in _____ (technical skills towards field + marketable skills).

In my classes, I have been learning about _____ (relevant topics) and/or building these skills.

I am eager to develop my skills further and I noticed your company offers opportunities that align with my career aspirations.

Can you please provide me additional information regarding your internship(s) and/or entry level roles?

II. (*With Experience*) Last summer, I interned at _____ where I worked on _____.

Through this experience, I developed skills in _____.

Outside of this work experience, I am involved in _____ where I serve as (insert role).

In my classes, I have been learning more about (relevant topics) and I am eager to apply my knowledge and background into (field).

Can you please tell me more about (open role) and any others that you think may be a good fit based on my background?

FOR ADDITIONAL INFORMATION AND RESOURCES:

[UTSA Career Center Website](#)