✓ PROFESSIONAL NETWORKING CHECKLIST

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

HOW TO NETWORK

☐ Elevator Pitch
  o 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)
  o builds confidence and appeals to your audience

☐ Use Vmock (available to current students) for getting instant feedback on:
  o Your Elevator Pitch by selecting the “Tell Me About Yourself.” Question
  o Your LinkedIn profile by using the Aspire feature

☐ Use LinkedIn
  o How to Network on LinkedIn
  o LinkedIn Guide to Networking Group Page
  o How to Build a Great LinkedIn Profile
  o Search professionals, events, groups, jobs, alumni, and companies of interest
  o UTSA LinkedIn page and search Alumni for connections

☐ Use Roadrunner Network (a networking platform only for UTSA students & alumni)
  o Utilize discussion board to seek advice on career-related questions
  o Make connections with alumni and use outreach templates for professional messaging
  o 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?

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**FOR ADDITIONAL INFORMATION AND RESOURCES:**
UTSA Career Center Website