# NETWORKING TOOLKIT

Instructions: Please download as a Microsoft Word document and save to your computer.



\*Note: To access LinkedIn Learning videos, you’ll need to [log in using your WGU credentials](https://www.linkedin.com/learning-login).

## Identify Your Existing Network

(45 - 60 minutes)

Your existing connections—family, friends, classmates, teachers, neighbors, colleagues, mentors, etc.—are part of your professional network. They can offer support, guidance, and introductions as you work on expanding your network.

* Watch [Networking, Part 1 & Part 2 (Big Interview, 9:36; 10:42)](https://wgu.biginterview.com/members/curriculum/job_search_curriculum). ***Use the table on the next page instead of the one mentioned in the Big Interview videos.***
* Proceed to the table on the next page to identify your existing connections.

### Existing Connections Table

* List 10 - 20 of your current connections in the table below, including relevant information.
* Type “Yes” in the “Contact Later?” column for the people you want to contact. Prioritize those you rated as a 4 or 5.
* Indicate how you’ll contact people in the last column.

| Name | How I Know Them | Potential  (1-5) | Contact Later? (Yes/No) | How I’ll Reach Out |
| --- | --- | --- | --- | --- |
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## Learn Networking Best Practices

(45 minutes)

* Enhance your understanding of networking best practices and strategies by reviewing the resources and completing the activities below.

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| Best Practices | Resources | Action Steps |
| **Become a strong communicator.** | * \*Watch [How to become a better conversationalist](https://www.linkedin.com/learning/creating-great-first-impressions/how-to-become-a-better-conversationalist?autoSkip=true&resume=false&u=2045532)(LinkedIn Learning, 4:20) * \*Watch [The structure of meaningful listening](https://www.linkedin.com/learning/improving-your-listening-skills-19238090/the-structure-of-meaningful-listening?resume=false&u=2045532) (LinkedIn Learning, 2:42) | * List at least 3 conversation starters you could use in your next networking conversation:   **1.**  **2.**  **3.**   * List at least 3 principles of good listening that you’ll try in your next conversation:   **1.**  **2.**  **3.** |
| **Give back to your connections.** | * \*Watch [Adding value](https://www.linkedin.com/learning/managing-your-professional-network/adding-value-and-staying-in-touch?autoplay=true&resume=false&u=2045532) (LinkedIn Learning, 2:13) * Read [10 Ways to Add Value to Your Network](https://www.nasp.com/blog/ten-ways-to-add-value-to-your-network/) | * Think of someone in your network who has helped you recently. List 1-2 specific actions you could take to add value to their life:   **1.**  **2.** |
| **Remember to follow-up.** | * \*Watch [Sending a follow-up thank you message](https://www.linkedin.com/learning/nano-tips-for-professional-networking-with-aj-eckstein/sending-a-follow-up-thank-you-message?autoplay=true&resume=false&u=2045532) (LinkedIn Learning, 56s). * Read [Networking Thank-You Letter Examples](https://www.thebalancemoney.com/networking-thank-you-letter-example-2063995) | * Craft a thank you email template below to share with your network contacts. |

## Networking Thank You Email Template (15 minutes)

Type a thank you template to send to your network connections in the box below. Remember to customize and proofread it before sending!

* Key elements to include: Clear Subject Line | Personalized Greeting | Note of Appreciation | Share Something You Enjoyed | Next Steps | Professional Sign Off

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## Prepare Your Elevator Pitch

(45 minutes)

A strong introduction is crucial for a positive first impression. An elevator pitch is a 30 - 60-second professional introduction tailored to your audience.

* Key elements to include: Who you are | What you do | What makes you unique | Your career goals | Call to action

**Follow the steps below to craft an impactful elevator pitch:**

1. \*Watch [Establish your personal brand](https://www.linkedin.com/learning/managing-your-design-career/establishing-your-personal-brand?autoplay=true&resume=false&u=2045532) (LinkedIn Learning, 4:42).
2. \*Watch [An example of a good and better personal pitch](https://www.linkedin.com/learning/delivering-an-authentic-elevator-pitch/an-example-of-a-good-and-better-personal-pitch?autoplay=true&resume=false&u=2045532) (LinkedIn Learning, 4:03).
3. Proceed to the table on the next page to create your elevator pitch.

### Elevator Pitch Table

* Write your responses to the reflection questions in the last column of the table below to build your pitch.

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| Reflection Questions | Example | My Response |
| **Who are you?**  Introduce yourself by sharing your name, academic background, and/or current position (if relevant). | Hi, I'm Max. I discovered my passion for teaching while volunteering for an after-school tutor program. Seeing the impact I could have on one child's life really inspired me, so much so that now I'm pursuing an elementary education degree at Western Governors University. |  |
| **What do you do?**  Highlight your relevant skills, experience, and knowledge | I’m taking courses related to child development and inclusive classrooms and honing my ed tech and classroom management skills through classroom observations. |  |
| **What makes you unique?**  Share 1-2 of your top strengths. These set you apart from others and showcase the value you offer.  [Don’t know your strengths? Take the f](https://high5test.com)ree [High5 Test](https://high5test.com). | I'm known for my patience and empathy, which I developed through years of volunteer tutoring for students with learning differences. |  |
| **What are your career goals?**  [Don’t know your career goal? Review](https://www.wgu.edu/career-services/resource-library/plan-your-career.html#career-goal) the [Career Goal Resources.](https://careers.wgu.edu/channels/identify-your-career-goal/) | I’m very passionate about creating diverse and equitable classrooms as I work toward becoming a certified elementary teacher. |  |
| **What is your call to action?**  Suggest next steps or ask a question to further the conversation/collaboration. | I’d love to hear more about your journey in education. How did you end up in the field?  It’s so nice to meet you. May I send my resume to you as a follow-up? |  |

## Finalize Your Pitch

(45 minutes)

* Combine your responses from the Elevator Pitch Table OR use AI to create a complete pitch.

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### AI Instructions

* **Sign into** [ChatGPT](https://chat.openai.com/chat) **or** [Perplexity](https://www.perplexity.ai/).
* **Insert your prompt:** “Create a compelling 60-second elevator pitch to deliver to a networking contact for someone who is studying elementary education and is passionate about creating inclusive learning spaces. Include an engaging hook/story at the beginning and a call to action at the end. Use the following information to create the pitch:
  + Name: (You may leave this blank to protect your privacy).
  + Education: Studying elementary education at WGU
  + Top skills/knowledge areas: classroom management, child development, educational technology (Tip: if you’re unsure which skills might be relevant to your career field, create a separate prompt asking AI to generate a list for you – for example: “What are the top 10 skills required by elementary teachers today?”).
  + Experience: elementary tutoring, classroom observations
  + Top strengths: empathy and patience
  + Career goal: to become a certified elementary school teacher”
* **Hit the Enter Key**
* **Review and edit the output for mistakes and to make it sound like you.**

### Final Note

This pitch helps your networking contacts learn more about your background and what you can offer. Remember to tailor your pitch to the specific audience so it is relevant and authentic!

The elements in your elevator pitch—your background, skills, experiences, and strengths—are fundamental to your personal brand. As you pursue your career goal, remember to use them as a guide for building a brand that truly represents you.

**Return to** [**CPD's Networking Resources**](https://careers.wgu.edu/channels/expand-your-professional-network/) **for more help expanding and diversifying your network!**