



# FIND KEY CONTACTS

## Start With Your Network

### IDENTIFY WHO CAN HELP

Reach out to friends, family, classmates, instructors, former coworkers, or mentors who may have connections at your target companies.



**Tip** Start by reconnecting before bringing up your job search.

**Example:** "Hey [Name], it's been a while! I saw you're working at [Company]—hope you're enjoying it! I'd love to catch up and hear more about what you've been up to. Let me know if you have time to chat!"

### POST ON LINKEDIN OR SOCIAL MEDIA

If you're in a position where it's okay to share your job search, make a LinkedIn post to let your network know that you're exploring opportunities.

**Example:** "Hi everyone! I'm exploring new opportunities in [industry/role] where I can bring my skills in [X and Y]. I'd love to connect with professionals at [Company A, B, or similar companies]. If you have insights or can introduce me to someone, I'd truly appreciate it! Feel free to comment or message me. Thank you!"

### ASK FOR INTRODUCTIONS

If someone in your network has a connection at your target company, ask if they'd be willing to introduce you.

**Example:** "Would you be comfortable introducing me to [Person's Name] at [Company]? I can send a quick message you can forward if that helps! Let me know if that's something you'd be open to. Thank you!"

### FOLLOW UP & STAY IN TOUCH

Whether someone introduces you to a contact or shares advice, always send a thank-you message.

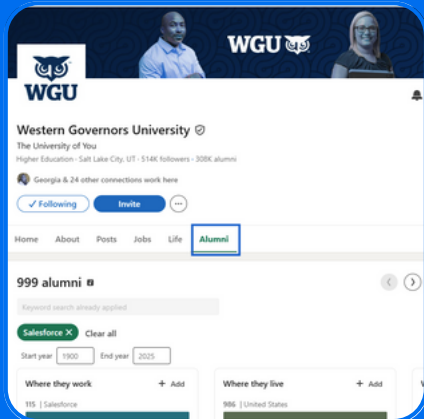
**Example:** "Thanks again for connecting me with [Person]! We had a great chat, and I appreciate your support. I'll keep you posted on my search, and if I can ever return the favor, just let me know!"



**Tip** Keep your network warm by periodically checking in—not just when you need help!

# Find WGU Alumni

## LinkedIn



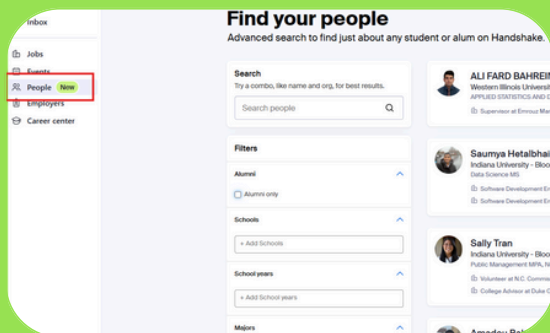
### ALUMNI TOOL

Use LinkedIn's Alumni Tool to find fellow Night Owls working at your target companies:

- Go to **WGU's LinkedIn Page** → Click **Alumni**
- Search by **company name**.
- **Scroll down** to view results.

Watch this [tutorial](#) (CPD YouTube, 6:04) for more info.

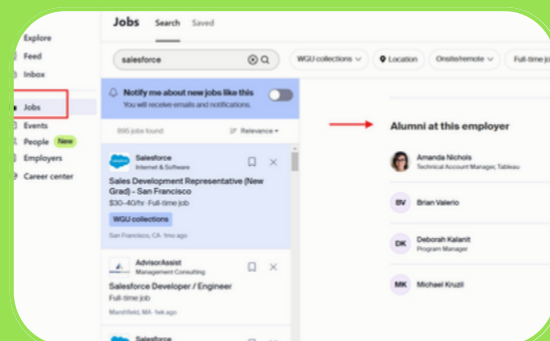
## H Handshake



### PEOPLE TAB

Use the "People" tab to find WGU alumni and other students who have worked at your target companies:

- Go to the "People" tab.
- Search for the **company name**.
- Select "Alumni only" to find fellow Night Owls.



### JOB POSTINGS

Find WGU alumni who currently work at your target companies via job postings:

- Go to the "Jobs" tab.
- Search by **company name**.
- From the job posting's page, scroll down to "Alumni at this employer."



### ASK A GRAD

Use this exclusive WGU tool to connect with WGU alumni and get real-world advice on jobs, career paths, and more!

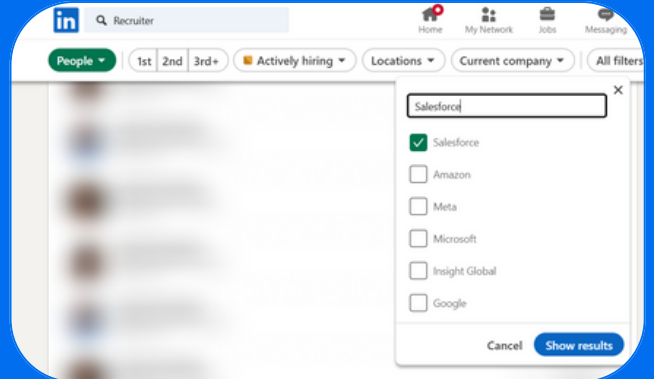
# Find Company Employees

## LinkedIn

### SEARCH BAR

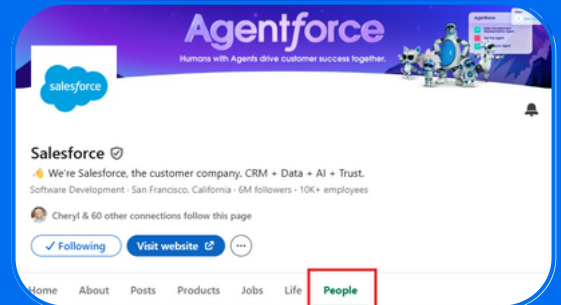
Use LinkedIn's search bar to find employees at your target companies:

- **Enter terms:** "[Target Job Title]" (e.g., "Software Engineer"), "Manager" or "Recruiter/Talent Acquisition."
- Filter by **"People."**
- Search and select your target company under **"Current Company."**



### COMPANY PAGES

- Visit the **"People"** tab on your target companies' profile pages to find employees, hiring managers, or recruiters.

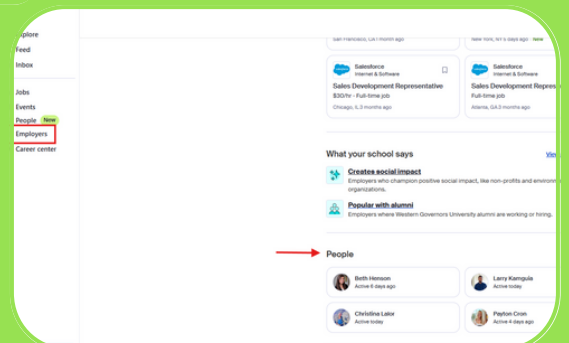


## H Handshake

### EMPLOYER PAGES

Find employees at your target companies using the **"Employers"** tab:

- Go to the **"Employers"** tab.
- Search for the **company name**.
- Click on the company name to get to their Handshake **profile page**.
- Scroll down to the **"People"** section to see current employees.



### EMAIL ADDRESSES

Find email addresses for people at your target companies:

- Use [Hunter.io](https://hunter.io) to search by company name or website. You can use the **Email Verifier** to check if an email is valid.
- Visit company websites and look for email addresses under sections like **Contact Us**, **Our Team**, or **About Us**.