

✓ 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
 - Year in school + Degree Major OR years of professional experience (Alumni)
 - Summarize relevant experience (academic projects, student orgs, etc.)
 - Indicate your why and what you're looking for
 - End with engaging statement
- ☐ Make eye contact + smile
- ☐ Know your audience: [Company Research](#)
- ☐ Use [VMock](#) (available to current students)
 - Elevator Pitch by selecting the "Tell Me About Yourself." Question
 - 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](#)
- ☐ Use [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 STRATEGIES:

- ☐ Utilize [LinkedIn Learning](#) for skill development

- ☐ Review:
 - [Questions to Ask Employers](#) when attending a career expos
 - [Informational Interviewing](#)
- ☐ Focus on relationships, not transactions
 - Mindset: “How can I help?”
- ☐ Follow-up:
 - **24-hours** write thank you email
 - **7-days** connect with contact via LinkedIn & follow company on LinkedIn, and social media platforms
 - **30-days** touch base, inquire about positions, schedule a meeting, etc.
- ☐ Follow-up with professional etiquette by writing a [Thank You Letter](#)

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](#)

[Marketing Yourself Video](#)