



Theresa's Tips

Job Seekers: Pre-work before informational interviews and networking chats

Before asking others for help, it's a good idea to have the following items completed and ready to share, as appropriate. The more specific you can be about what you want, the better the information you'll get.

- Quick intro ("elevator speech")
- Resume or one-pager
- Business card
- Optimized LinkedIn profile
- Target job titles
- Target company list
- Top marketable skills / strengths
- Accomplishment stories
- Differentiators (Why should people hire you?)
- Salary range
- Geographic area you're willing to travel for work
- How you're currently making use of your professional network
- What other job search networking you're doing
- How you're using social media for your job search
- What online sites/tools you're using for job search
- And a list of questions you have for the person you're meeting with

That might seem like a long list, because it is! But that's the foundation of your job search. You will have done the legwork in defining your job search goal and requirements, which will make it easier for folks to give advice and point you in the right direction. Once you have those things in place, then it's all about working your network and building your brand, online and in person.