



Gail Borden

Public Library
District

270 North Grove Ave.
Elgin, Illinois 60120
847-742-2411
www.gailborden.info

information

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Networking

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Don't underestimate the power of making contacts! Did you know an estimated 80% of jobs are found through networking (<http://abcnews.go.com/video/playerIndex?id=6106393>)? Using your network may be the key to finding a great new job. It's not about who you know, but who your contacts know! Keep your conversation informal and reciprocal. Take the time to develop and maintain relationships.

LinkedIn <http://www.linkedin.com>

Be a digital networker! LinkedIn allows you to connect to others online, ask for recommendations, and search for jobs. You may even find that one of your contacts knows someone at a company you are applying to! From there you can request an introduction and build your network. Create and control your profile. You can put the URL on your business cards or potential employers can find you by typing your name in Google.

Create a JIST Card

A JIST Card is a shortened version of your resume and a great networking tool. Perfect for those occasions where you want someone to remember you but don't want to hand them your full resume. Keep copies of your JIST Card with you at all times! Print (do not handwrite) your mini-resume onto a 3x5 inch card. You may either print on a full sheet and then cut the cards out (use a paper cutter not scissors) or buy perforated cards from an office supply store then print directly on them using a template. Include your name, phone number, email address, job objective (what are you looking for?), skills, accomplishments, and special assets.

Jane D. Smith, MBA
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Objective: Seeking a senior account executive position.

Skills: Qualitative and quantitative research methods, superior communication skills, and excellent negotiation skills.

Experience: 14 years of client relationship experience combined with 5 years experience leading a team to develop proposals and presentations for new products and product enhancement.

Willing to travel.

Dedicated, analytical, attentive to detail.