

# BUILD YOUR NETWORKS



## WHO YOU KNOW MATTERS!

Finding out information about potential career options and job opportunities is all about networking.

... But what if I don't know anyone?

### » Do some research.

Find businesses in the industry you are interested in, call in and introduce yourself! This may seem scary, but this step is the most powerful.

### » Talk to your careers advisor.

These people are great at pointing you in the right direction, and often have lots of contacts to refer you to.

### » Think outside the box!

Talk to your teachers, sports coaches or even your mates' parents – you will be surprised at who people already know!

### » Talk to people.

Ask around to find out if anyone you know knows someone already doing what you want to do and ask if they would be willing to give you some tips. You can also call or go and see businesses you're interested in directly.

### How to approach someone:

- Smile - look and sound confident (even if you don't feel it)
- Speak clearly
- If you have a mutual contact, mention their name
- State why you are there and ask if they can help you
- Be prepared by thinking of some key questions to ask
- Before you go, ask them if there is anyone else they suggest you talk to
- Thank them again for their time and help
- If you feel it has gone well, ask if you can come in some time to spend time in the workplace as an observer or for work experience

## PERSONAL PITCH EXERCISE

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A personal (or elevator) pitch briefly introduces you and something about yourself that may connect you with the person you are speaking to and is a direct request for help.

» **Example if you're on a research mission:** Hi, my name is Jo Bloggs. I am a Year 11 student at Waikato High School and I'm interested in finding out about a career in Veterinary Sciences. Could I please speak to someone who could help me with this?

**NOTE:** be prepared with questions in advance.

» **Example if you want to apply for a job or ask for some work experience:** Hi, my name is Jo Bloggs. I am a Year 11 student at Waikato High School and I'd love to work for your company. Could I please speak to someone who could help me with this? **NOTE:** have your CV with you so you can either hand it over or refer to it as a reminder of what you can offer.

Once you have written your pitch, practise your responses with a friend.

### QUESTIONS YOUR PROSPECTIVE "EMPLOYER" (FRIEND) COULD ASK:

- What sort of job are you after?
- What kind of skills or experience do you have? (think about transferable skills.)
- Why do you want to work here?
- What can you offer our business? (what are you willing to offer? See employability skills on page 5.)
- When are you available? (try to be as flexible as possible.)

## MY PERSONAL PITCH

Write your elevator pitch here and then practise, practise, practise. **Practise makes perfect!**

You can use this when you are door knocking.