

# LinkedIn—Exploring Career Options, Networking and the Job Search

Prepare Your Networking Message		
Important Details:	Your Notes:	Example:
Introduction and relevant experiences		My name is ____ and I am a ____ student at Queen’s exploring careers in ____. Recently I’ve been involved in ____.
Reason for connecting (include specifics from your background re-search)		When I was researching ____ on LinkedIn.com I found your profile and see that you are working at/in ____.
The ask		Would you be willing to take 15-20 minutes to answer some questions I have about your experiences at ____ and in the ____ industry?
Courtesy and Politeness		I’m sure you have lots on your plate and I want to be respectful of your time. If the next few weeks are too busy, is there a time that you recommend I reach out in the future? Thank you for your time.

## Tips for LinkedIn Communications

- Always “add a note” when sending connection requests!
- Strive to be concise—keep your messages short.
- Authentic curiosity is crucial for relationship building.
- Be grateful and considerate of people’s time & effort.
- Contribute meaningfully to posts in groups and your newsfeed.
- Share examples and insights from your experiences.
- Do your research before reaching out to network.
- Focus on meaningful and strategic connections.

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Job Title & Description	3 Strengths for the role:	Question(s) About the Role for an Information Interview
Job Title:  Link:	1)  2)  3)	
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<b>Networking Strategies</b>		
<ul style="list-style-type: none"> <li>• Start with who you already know!</li> <li>• Join Queen’s Connects (link below).</li> <li>• Explore the alumni search on LinkedIn.</li> <li>• Attend Queen’s Career Fairs. or conferences in your field.</li> <li>• Identify companies to target with a Business Directory.</li> <li>• Focus on gathering information, not asking for jobs!</li> </ul>		

## IF YOU WANT TO KNOW MORE...

**Workshops:** LinkedIn [1] Developing Your Profile, Networking, Interviews

**Appointments:** Career Counselling—we can review your profile with you

**Tipsheets:** LinkedIn 1 & 2, Networking, Information Interviews

**Drop-In Career Advising:** Mon-Thur 1:30 PM—3:30 PM (for quick career questions)

**Queen’s Connects:** <https://www.linkedin.com/groups/8154377/>