



Networking Tips



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Networking is one of the most powerful tools in your job search and career growth. Use these tips to build relationships, gain referrals, and uncover hidden job opportunities.

Prepare Your Introduction

- Prepare a brief, professional introduction (self-marketing pitch)
- Be ready to share your career goals and background in 30–60 seconds.
- Practice until it sounds natural and confident.

Make Connections

- Talk to people in your industry and community to grow your network.
- Keep in mind that up to 80% of job opportunities are filled through networking.
- Ask for referrals and follow up on leads.
- Get involved in professional associations, clubs, and sector-specific groups.
- Attend community events and career-related activities.

Engage with Others

- Balance promoting yourself with showing genuine interest in others
- Smile, be approachable, and be kind to everyone you meet.
- Take notes and collect contact information from new connections.
- Send a “thank you” note to maintain the relationship.

Network in Different Ways

In Person

- Introduce yourself to individuals or small groups at events.
- Bring business cards and ask for others' cards.
- Speak clearly and confidently.

Online (LinkedIn)

- Connect with potential employers, HR professionals, and industry leaders.
- Use a professional profile photo and personalize your headline.
- Complete all sections: About, Experience, Skills, Education, and Interests.
- Join online groups related to your field.

By Phone

- Speak clearly and professionally.
- Always have a pen and paper ready to take notes.
- Set up your voicemail with a professional message.

Practice Good Networking Etiquette

- Be on time for meetings and events.
- Dress appropriately and maintain good personal hygiene.
- Be respectful of cultural differences.
- Listen actively and follow up respectfully.

Need Help with your job search or career path?

- Contact your Manitoba Start Career Coach.
- Not yet registered? Visit manitobastart.com or call 204-944-8833.

Good luck with your career planning and job search!

