Connect to Your Career

3-4 Your Professional Network

1. As you identify your network, consider creating a tracking document to keep your contacts organized and updated. One method is to use a spreadsheet program with multiple sheets for each phase of the process. Open a spreadsheet and enter the following headings for the columns:

• Contact name

• Phone number

• E-mail address

• Position title

• Company name, address, and URL

• Industry

• Where you met

• Year you met

• Willing to be a reference? (yes/no)

2. Fill out the spreadsheet with information about the people in your network.

3. Transfer this data to your mobile device so you can have each person’s contact information available at all times.

4. Save your Word document as *FirstnameLastname\_*Network.docx (i.e., JohnSmith\_Network.docx).