Purposeful Networking During Career Changes

Mapping Your Network

Use this worksheet to identify and organize the people in your network who may be helpful in your job search or career transition. Think broadly—your network includes more than just professional contacts.

Identify Your Existing Contacts

List people you know in each of the following categories:

Former Colleagues

Friends and Family

Alumni From Your School or Program

Professional Associations or Community Groups

Social Media or LinkedIn Connections

Volunteer or Extracurricular Contacts

Categorize Your Contacts

For each person listed, note their relationship to you and their industry or area of expertise. This will help you prioritize outreach based on relevance to your goals.

Outreach Strategies

Think about how you might reach out to each contact. Consider the following strategies:

- Send a personalized LinkedIn message
- Email to request an informational interview
- Invite them for a virtual coffee chat
- Ask for advice or insights about their field
- Write your outreach plan next to each contact.

Follow-Up Tracker

Use the table below to track your outreach and follow-up actions.

Name	Relationship/ Industry	Date Contacted	Response/Notes	Follow-up Needed?