Purposeful Networking During Career Change

Reaching Out With Confidence

Reaching out with confidence can open doors to new opportunities and meaningful connections. This worksheet helps build that confidence by offering a clear structure to prepare, reflect, and communicate effectively.

Construct Your Professional Voice

Craft Your Personal Elevator Speech

Use this space to write a brief, conversational introduction you might use when meeting someone new in a professional setting. Keep in mind that you can use AI to help you create your elevator speech.

Prompt: Who are you? What are you exploring or looking for? What do you bring to the table?

Write an Outreach Message

Draft a message you might send via LinkedIn or email to someone you'd like to connect with.

Prompt: How do you know them or why are you reaching out? What are you asking for (e.g., a short conversation)? How will you close the message?

Prepare Questions for Networking Converations

List 3–5 questions you could ask during a networking conversation to learn more about someone's role, career path, or industry.

Prompt: What do you want to learn? What would help you decide if this field or role is a good fit?

Practice a Follow-Up Message

Write a short follow-up message you could send after a networking conversation.

Prompt: What did you appreciate about the conversation? What will you do next? How will you stay in touch?