



NETWORKING RESOURCES

Career Resource Center - Networking Resources

Books:

- **How To Work A Room** (Susan Roane) - Strategies for Savvy Socializing
- **Dynamite Networking For Dynamite Jobs** (Krannich & Krannich) - Interpersonal, Telephone and Electronic Techniques
- **Vault Guide to Schmoozing** (Lerner, Shen, Oldman, Hamadeh, Hamadeh) - Making Contacts and Building Rapport
- **Networking** (The Wall Street Journal) - Strategies for Tapping the Hidden Market Where Most Jobs are Found

VHS tape (30 minutes – Schedule an appointment in the CRC to view):

- **Smart Manners Smart Business** (Cole Abbott Associates)
 - The protocol of introductions (Handshakes, remembering names)
 - The art of professional conversation (Small talk, communication distractions)
 - Social manners for business (RSVP's, host gifts, thank-you's, parties)
 - The role of a host and a guest (Business lunches, ordering, manners)

Vault Online Career Library:

- **Vault Guide to Schmoozing** (downloadable version): go to www.mgt.buffalo.edu/crc
 - Select “Student” link, “Web Resources and Links”, “Company Information” and then “Vault Online Career Library” – This site is only available to current UB SOM students, to obtain a password to access this site: http://www.vault.com/cb/careerlib/password_email.jsp

Alumni Contacts:

CRC “Telemmentor Database”

- <http://mgt.buffalo.edu/CRC/Telemmentor/Telemmentor.shtm>

Career Services “Meet a Mentor” Program

- <http://www.ub-careers.buffalo.edu/student.shtml>
Log in with username and password, then go to the Meet a Mentor link

Professional associations and student organization/chapters

http://mgt.buffalo.edu/students/student_clubs.shtml

Internet Networking Resources

Riley Guide’s “Networking and Your Job Search”

- <http://www.rileyguide.com/netintv.html>

Thirteen Networking Mistakes by Dan Wong, Monster Contributing Writer

- <http://discussion.monster.com/print/?article=/articles/mistakes/Index.asp>

Savvy Job Hunters Learn To Network Nicely by Douglas B. Richardson – CareerJournal.com

- www.careerjournal.com/jobhunting/networking/19981223-richardson.html

Networking Timeline, Nurturing and Keeping Contacts – Monster.com

- <http://content.monster.com/career/networking/nurturing/>

E-mail Networking Tips

- www.chicagjobresource.com/career_emailnetwork.htm

Making Email Work for Your Job Search (Dos, Don'ts, Cautions and the Golden Rule for E-mail)

- www.job-hunt.org/onlinejobsearchguide/article_makingemailwork.shtml

Check Your E-mail Etiquette BEFORE hitting the Send Button!

Anytime candidates communicate with potential employers they want to be sure to make a positive impression. Candidates dedicate hours to proofreading cover letters and resumes in order to avoid grammar and spelling errors. While the same level of attention is not often dedicated to e-mail correspondence, candidates communicating to potential employers also need to manage the impression they create when using e-mail. Unfortunately by its nature, e-mail is a quick and convenient method of exchange that can be fertile ground for poor grammar and misspelling. Before you hit *send*, keep in mind the following tips in your next e-mail to a potential employer.

1. **Keep the message concise and clear with a professional tone.** Managing e-mail is a time-consuming task for busy recruiters. Demonstrate your ability to effectively communicate by stating the purpose of your message quickly as well as your key qualifications.
2. **Carefully proofread your message** and avoid spelling, grammar and punctuation mistakes. Double-check spelling, even if you use spell check.
3. **Do not use smile faces or abbreviations.**
4. **Use a brief, but descriptive, subject line.** Since most e-mail programs allow the reader to preview all new messages by date received, sender, subject, etc.; the wording of the subject line may determine not only when, but even if, a message is read. Many readers will even delete messages without subject lines.
5. **Properly use capitalization and lower case letters.** Remember not to type in all caps, which would be like screaming by e-mail, and not to type in all lower case, which is simply poor grammar.
6. **Your message should include a professional salutation and closing.** Address an employer as you would in a cover letter, for example "Mr. Smith" or "Ms. Jones". At the end of your message, also **include** an appropriate **closing with your first and last name**, for example "Sincerely," then a line space "Joseph Smith".
7. **Make sure to use an appropriate e-mail address. Keep your e-mail address simple and conservative.** A good example is your lastname@buffalo.edu. Avoid "cute" or "catchy" e-mail addresses like "princess@yahoo.com" or "roadwarrior@aol.com".
8. **Make sure your attachments are free of viruses.** With the increased threat of computer viruses, realize that some employers might be reluctant to open an e-mailed attachment. In that instance, you could copy and paste your resume in the message, but make sure you clean up any formatting changes that result.
9. **FOLLOW-UP with the "real thing"!** If you e-mail your cover letter, resume or thank you note, it is important to also **follow-up with a copy** of your correspondence **by snail-mail (regular US mail)**.

For more tips on e-mail etiquette, read:

"Deliver A Perfect e-Resume" by Jake Jamieson from WetFeet.com at mgt.buffalo.edu/crc/resume_email_guidelines.shtml

Making Email Work for Your Job Search Article [Job-Hunt.org](http://www.job-hunt.org)

- **"Do's, Don'ts, Cautions, and the Golden Rule for E-mail"** [Originally published in the May 26, 2004, edition of Job-Hunt's newsletter - the Online Job Search Guide.] www.job-hunt.org/onlinejobsearchguide/article_makingemailwork.shtml
- **"9 tips to help you get your e-mail through spam filters plus a silver lining"** [This is an update to the original article, from the November 14, 2002, issue of the Online Job Search Guide, Job-Hunt's free twice-a-month e-mailed newsletter.] www.job-hunt.org/article_antispam.shtml - tips