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Use the Networking Tree to Contact Job Leads

TRANSITION OBJECTIVE

Students will identify and practice making cold calls to people on their network tree.

RELEVANCE TO SUCCESSFUL TRANSITION

Step two on the **Job Lead Interview Guide** requires students to contact a person on their network tree. Making telephone calls to people we don't know can be uncomfortable. In this lesson, students will practice making cold calls and will build confidence for making contact with people on their network tree.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I can get job leads from . . .

❑ STEP 2: Convene Roundtable

"When I call someone I do not know I ____."

❑ STEP 3: Advance Organizer

"Today you will learn and practice making cold calls to build your networking skills."

telephone calls to friends and relatives, as well as to people they do not know. If not completed from the previous lesson, have students complete all of the blanks on their **Networking Guide**. After students have filled in the spaces on the guide, have them share their answers with a partner. Next, model the procedure by making a networking call, using your own guide. Partners will then practice using the networking procedure by role-playing a networking call to each other.

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CAREER MANAGEMENT: Unit 2 LESSON 7

Networking Guide

Use this guide to help organize and prepare before your call.

- Name of the person you are calling: _____
- Your opening statement when calling a friend or relative:
"Hi (name of person), this is (your name). I'm looking for a job and I hope you can help. Is this a good time for me to talk with you?" (Set up another time if needed).
- Your opening statement when calling a person who has been referred to you by a friend or relative:
Hello, my name is _____. I am a relative/friend of _____.
I am looking for a job as a _____. He/she thought you might be able to help. Do you know how I could get this kind of job?"
- Ask for a job lead:
"Do you know anyone who needs a person who can: _____"
name your skill area _____
Name and phone number for job lead _____
- Ask for two referrals:
"Do you know someone who knows about job openings for a person with my skills?"
Name and phone number of referral _____
Name and phone number of referral _____
- Thank the person and get their address: _____

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CAREER MANAGEMENT: Unit 2 LESSON 8

Thank You Note Guide

Send a note to anyone who helps you in your job search. Always use nice cards. Choose white cards with a simple Thank You on the front. It is best to hand write your cards. If your handwriting is poor, ask someone to write it for you or type it. Use these examples when writing your thank you notes.

Thank You Note Guide # 1

Use this guide for notes to people who have given you referrals for job lead information.

Dear Mr./Ms. _____

Thank you for taking the time to talk with me. I appreciate the names you gave me to call for job leads. I plan to call them today.

I am anxious to find a job as a _____. Please let me know if you hear of any other job leads for me. Thank you again for your help.

Sincerely, _____

Thank You Note Guide # 2

Use this guide for notes to people you have called about a specific job lead.

Dear Mr./Ms. _____

Thank you for talking with me about the position you have open. This is exactly the type of I have been looking for. I believe my skills and experience would fit nicely into your organization. Please consider me for this position.

Thank you again for taking the time to talk with me.

Sincerely, _____

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❑ STEP 4: Activity - 20 Minutes

Review the **Networking Guide** on the screen image, using your own experiences as an example. Explain how using this guide will help them develop their network. Point out that the guide can prepare them for

❑ STEP 5: Activity - 25 Minutes

Using the **Thank You Note Guide**, students practice writing thank you notes to the contacts they made in the last practice

session. This includes a note and an addressed envelope. Critique the notes and have students correct mistakes. Encourage students to keep this as a model or template that they can use for other thank you notes.

☐ **STEP 6: Evaluate Outcomes**

The networking step I need to work on is
"_____."

☐ **STEP 7: Connecting Activity**

Students explain Step 2 of **Steps to Successful Networking** with a friend or family member and ask them to share their experiences making cold calls.

KEY WORDS

impression

preparation

practice

persistence

key

MATERIALS AND PREPARATION

- Student Handouts: **Networking Guide**, page 70; **Thank You Note Guide**, page 71.
- Prepare a screen image sample of **Networking Guide**.
- Prepare to write thank you cards. Make or use commercial note cards.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Listening, Speaking
- Thinking Skills: Creative Thinking, Visualizing
- Personal Qualities: Responsibility, Self-Management