

Networking Introduction Statement Worksheet

This worksheet is to help you get a good idea of the elements you can use but it should not be used as a script. The order you deliver the elements will vary, depending on the conversation you are having. So be flexible and prepare to adapt.

Who You Are (includes studies and focus):

What You Have to Offer (includes key skills, achievements, recent activities that are career related)

What Do You Want (can include your goals for networking, what you'd like to know more about):

How They Can Help (ask for it, and imply mutual advantages if its appropriate):

What further action could be suggested (e.g. Meeting, relaying of information, sending a follow up email, checking out / inviting a Linked In contact):

Networking Introduction Statement Worksheet: Example

Hi, my name is ____ and I'm a Master's student in Environmental Science completing my research on the impact of climate change in boreal forest ecosystems on bird migration patterns.

I have experience conducting zoological, botanical and environmental fieldwork in Canada and Costa Rica.

In 6 months I expect to publish my findings and graduate and I am currently investigating careers in urban ecosystem management.

Can I ask you a few questions about your experience at the Toronto Region Conservation Authority?

Do you know anyone else working in urban conservation you can refer me to?

Could I contact you in case I have any follow up questions?
