

10 Tips to CONNECT

These tips from the Toppel Career Center will help you maximize any new connections you make.

- 1** It's never too early or too late to make a connection. If you feel like you missed your shot to introduce yourself, try again in a few minutes. All you need to do is say hello.
- 2** Introduce yourself with your preferred name. Prepare an elevator pitch to get the conversation started. A great pitch should include who you are, what you do, and what you hope to achieve.
- 3** Other people's names can be tough to remember, especially when you are meeting a lot of people at once. Repeat new names you learn during your conversations to commit them to memory. "It's nice to meet you too, James."
- 4** Keep it professional and positive. Some good topics to choose from –academics, career interests and goals, hometowns, interests and hobbies, the event. Avoid politics, religion, the weather, and personal issues.
- 5** Keep the conversation relaxed and easy, like you are talking to a professor or peer. Remember that you are human, not a robot.
- 6** Close the conversation by exchanging contact info, such as an email or phone number. At the end of the event, consider saying goodbye to those you have met.
- 7** Follow up with any agreements you've made, like sending your resume or connecting on Cane2Cane and LinkedIn.
- 8** If you are unsure of what to talk about, remember you have at least one thing in common: the U.
- 9** Take notes to keep track of what you talked about with people, and use those notes in any follow-up communication.
- 10** Now it's time to connect with someone new! Meet with a Toppel advisor if you would like additional guidance. You can connect with us at HireACane.com.

