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 HireACanecom.