

Networking & Soft Skills

Stand out from the crowd and connect

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Networking 101

Creating meaningful connections with others create more opportunities



Networking and creating meaningful connections are **essential** in having a successful career in business

Many competitive positions **unofficially require referrals**, increasing your odds at a first-round interview

Having a **strong network** to rely on can separate you from other top candidates that come from competitive backgrounds

A strong relationship may **provide guidance** during challenging times, promoting significant career growth

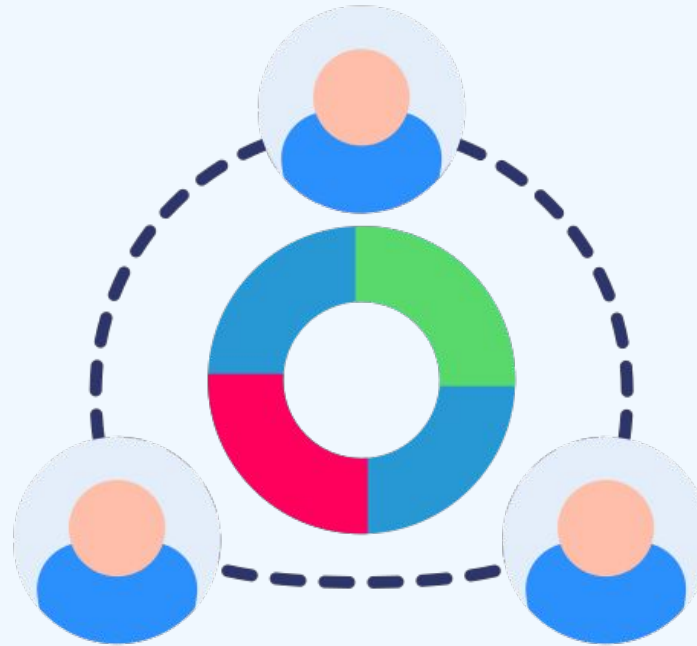
Networking Do's

The following provides how candidates should carry themselves at a networking event.

Be **genuine** and **authentic** to your real self

Have a **firm handshake** and make consistent **eye contact**

Smile naturally when speaking to the professional



Ask **research-based questions** about the professional

Show **active listening** and engagement

Always dress in **business casual**, unless otherwise noted

Pro Tip: Send a thank you email after one business day briefly discussing the conversation and your willingness to connect further on a 1:1 level.

Networking Don'ts

The following provides what candidates should NOT do at a networking event.



- ⊗ Interrupt the professional mid-sentence
- ⊗ Eat while engaging in a conversation
- ⊗ Use your mobile device
- ⊗ Repeat a question that was previously asked
- ⊗ Give a resume that was not asked specifically asked
- ⊗ Ask non-related questions

Networking at Large Events & Coffee Chats

While each setting is different, it is crucial to stand out from the crowd and be memorable.

Large Events

- Enter a circle when the professional is finished with their answer and briefly introduce yourself with a firm handshake
- Ask 1-2 non-generic, specific questions about their background or firm
- Ask for their business card as you exit the circle after thanking them for their time



Coffee Chats

- Aim to get the professional's general background and proceed to introduce your background
- Ask interesting, relevant questions that are open ended
- Eventually shift the conversation to learn about their personal life such as hobbies and interests outside of work

General Soft Skills

The adoption of soft skills help candidates create more meaningful connections that last.

Tone Variation

- Avoid monotone delivery - it causes professionals to tune out. Vary your tone to keep them engaged

Filler Words

- Avoid excessive use of "like" and "um" as it distracts from the conversation and paints a poor image

Be Personable

- Develop interpersonal skills to create genuine connections and increase the likelihood of memory

