



PATHWAYS to LEADERSHIP AT BROOKLYN PUBLIC LIBRARY

What is Networking and Why is it Helpful?

Indeed captures an excellent definition of networking, its impact, and pro-tips in [The Benefits of Networking](#). Give it a read!

Where Does Networking Occur?

You may network in various settings: at work, in school, outside of work or school, at a conference or other professional event, or in a more casual setting, like a friend's birthday party or the grocery store checkout line. You may also network using a variety of mediums and methods: in-person, virtually, formally, informally, intentionally, accidentally, and everything in between. As you may recall from the Indeed article, networking is relationship-building and includes making and maintaining connections.

Who Should I Network with?

Who you should network with depends on what you hope to learn or gain from the connection. For example, if you seek to break into a new field, networking with a seasoned expert in your field of interest may be more helpful than a generalist in the workforce. But be mindful that some of the best connections and insights come from accidental networking; you may learn or gain something you didn't know the connection could offer you. Being open to new connections and opportunities is key to successful networking and building a valuable network. Here are some helpful resources for making connections:

- [Networking for Success](#)
- [Networking Outside of Your Comfort Zone](#)



I'm New to Networking – How Can I Begin Making Connections?

A great place to start networking is within your community, whether at work, school, or elsewhere. This could involve asking a coworker to lunch to learn more about their professional pathway or chatting with a classmate about an assignment you especially enjoyed. Alternatively, you may want to look beyond your immediate contacts by perusing LinkedIn or a specific organization's website to set up a virtual chat with someone working in your field of interest. Here are some email templates to get you started with your initial outreach:

Connecting with Someone You've Already Met (i.e. at work, in your community, etc.)

Subject: Connecting

Hi [name],

I hope you're doing well. It was great to see you recently at [note where you recently crossed paths].

I would love to schedule a time with you to learn more about [tailor this to your interests/intentions—maybe you want to hear more about their work, a specific topic they are experts on, etc.].

Would you be available and willing to chat sometime in the next few weeks? Let me know what you think, and we can schedule a time that works well for you.

Kind regards,

[Name]

Connecting with Someone New (i.e. someone you read about in an article)

Subject: Introductions

Hi [name],

I hope you are doing well. My name is [name] and I [share who you are and what you do]. It's great to e-meet you!

I recently came across [your organization's website/an article/a flyer] and was impressed by your work with [briefly describe what piqued your interest].

I would love to connect and pick your brain about [tailor this to your interests/intentions – maybe you want to hear more about their work, a specific topic they are experts on, etc.].

Would you be available and willing to chat sometime in the next few weeks? Let me know, and we can schedule a virtual meeting at your convenience.

Thank you in advance for your consideration.

Kind regards,

[Name] ([pronouns]) | [title]
[Affiliated Institution]

Connecting During a Professional Event (i.e. a conference)

Subject: Introductions and [Event name/year]

Hi [name],

I hope you are doing well. My name is [name] and I [briefly share who you are and what you do]. It's great to e-meet you!

In [month], I will be [attending/presenting] at [event name]. I noticed on the event website that you will be [attending/presenting], too, and I would love to connect with you to learn more about [tailor this to your interests/intentions—maybe you want to hear more about their work, a specific topic they are experts on, etc.].

My schedule on [day of event] [morning/afternoon] is flexible if you are available to meet me. Let me know what you think, and I can find a nearby café to meet at.

Let me know what you think, and I hope to see you soon!

Kind regards,

[Name] ([pronouns]) | [title]
[Affiliated Institution]



Connecting After a Professional Event (i.e. a conference)



Subject: Following up

Hi [name],

I hope you are doing well. My name is [name] and I [briefly share who you are and what you do].

I enjoyed [meeting you/seeing your presentation] at [name of event]. [Share something specific you took away from the interaction]. I would love to connect with you to learn more about your work and potential collaboration opportunities.

Let me know if you'd like to set up a time to chat in the next few months, and we can get something on the calendar.

Thank you in advance for your time and consideration.

Kind regards,

[Name] ([pronouns]) | [title]
[Affiliated Institution]

Maintaining Connections

Meeting Agendas and Tips

Making a connection is step one of networking – step two is maintaining a connection. Check out these helpful resources for maintaining connections:

- [How To Keep a Conversation Going](#)
- [Ask Better Questions to Build Better Connections](#)
- [40 Questions to Ask in an Informational Interview](#)

Follow Up Email Agendas

Subject: Following up

Hi [name],

Thank you so much for meeting [today/this week/last week, etc.].

I enjoyed our conversation and learning more about [share something specific you took

away from the conversation].

I look forward to [tailor this to whatever action items you discussed, such as staying connected, doing additional research, meeting up for a monthly idea share, connecting with someone they said they would put you in touch with, etc.].

Thank you again!

Kind regards,

[Name] ([pronouns]) | [title]
[Affiliated Institution]

