

# Career Center

## Networking

**Tell Your Story:** An important part of networking is being able to carry on a conversation which often involves sharing information about yourself in addition to listening. You need to know how to *tell your story*. To begin the process of determining *your story*, write down eight things about yourself. Think broadly about your experience and remember that what you consider *average* about yourself could be interesting to someone else.

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Setting	What do you want to share about yourself? Use information from what you wrote above to determine what your story would be in this setting.	Ask Informed Questions
At a professional conference		I saw you were in the last session on Topic A. What were your thoughts around Topic A?
At the Duke Career Fair		I reviewed your position description for the Data Analyst Intern this summer and am excited about applying for the opportunity. Can you tell me about the ways interns have contributed in the past with their summer projects?
Waiting in line for a Duke basketball game		I see that your shirt says _____. Were you involved in planning the event, or did you attend?
At a networking event sponsored by a local organization		How did you become involved with this organization?  What brought you to this area?



The image shows a screenshot of an email client window. The email is addressed to jane.smith@ABC123.com with the subject "Met at Mascot Convention - Thank You". The body of the email is written in a professional tone and includes a salutation, a reference to a shared experience, a request for a meeting, and a formal signature. Red lines and boxes connect various parts of the email to descriptive labels on the left and right sides of the image.

**Annotations on the left:**

- Professional salutation
- Where you met
- Follow through on commonality
- Short, specified period of time
- Formal and professional

**Annotations on the right:**

- When you met
- Commonality
- Offer
- Prioritize their time and be flexible
- Specific availability
- Time frame
- A brief email signature with your affiliation and contact information is helpful

**Email Content:**

To... jane.smith@ABC123.com  
 Cc...  
 Subject: Met at Mascot Convention - Thank You

Tahoma 10 B I U

Dear Ms. Smith,

We met at the collegiate mascot convention last week and talked about some of the best cape manufacturers. I took your advice and bought a new cape from CapesRUs.net. Thank you; I love it. In my search, I also found this site for tights that I thought you might find useful; TightsRUs.net.

It seems your mascot career has been really successful. I am also considering pursuing this as a career. Would you have 20 minutes to talk in the next week? I am more available 4-8 p.m. EST, but I can make time when it is most convenient for you.

Sincerely,

John Jones

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 Duke University  
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