

# PREPARING FOR NETWORKING EVENTS

## Checklist



### RESEARCH THE EVENT

- Review the event agenda
- Look up speakers or notable attendees
- Understand the dress code

### SET CLEAR GOALS

- Decide how many people you want to meet
- Identify specific companies or roles you're interested in
- Determine what information you want to gather

### UPDATE YOUR RÉSUMÉ

- Update your résumé with your latest accomplishments
- Create a one-page "networking resume"
- Develop a brief bio
- Have digital versions of these documents readily accessible

### PREPARE LINKEDIN

- Update profile with recent experiences
- Ensure your profile picture is current
- Craft a compelling headline & summary
- Add any new skills or certifications you've acquired

### PERFECT ELEVATOR PITCH

- Craft a concise answer to the question: "Tell me about yourself..."
- Highlight your key skills and career aspirations
- Practice delivering it naturally

### BRING BUSINESS CARDS

- Ensure your contact information is up-to-date
- Consider creating networking-specific cards

### PLAN YOUR OUTFIT

- Choose attire that's professional and comfortable
- Ensure your outfit aligns with the event's dress code

### HAVE CONVO STARTERS

- Read up on industry news
- Think of open-ended questions to ask others

### PRACTICE SELF-CARE

- Get a good night's sleep before the event
- Eat a balanced meal to maintain energy
- Consider arriving early to acclimate to the environment