11. Networking Resources Worksheet

It is true that most good jobs get taken before they are ever advertised. This is because many of those who are prospecting for jobs build effective networks. In other words, they know someone who knows someone who knows of a job that is up for grabs—and they seize the opportunity. The key to getting a good job, therefore, is to be a good networker. Keep track of the people you meet whether it is through your own previous employment, friends, or acquaintances. You never know when someone you have met will be the key to getting you on the short list for a job interview. Keep a record of your important contacts here.

Name	Company / Title	Telephone	E-mail

Approximately 80 percent of job openings are never advertised and are filled through networking. Jobs that are not advertised are in what's called the "hidden job market." Source: *Networking Your Way to a New Job*, Randall S. Hansen