

1. Tools to Research Companies

Online Databases & Communities

- [Glassdoor Job Search | Find the job that fits your life](#)
- [Vault.com - Career Advice & Company Reviews by Employees](#)
- [CareerBliss - Search Jobs, Salaries and Company Reviews | CareerBliss](#)
- [Job Search, Companies Hiring Near Me, and Advice | The Muse](#)
- [GuideStar nonprofit reports and Forms 990 for donors, grantmakers, and businesses](#)
- [Best Places to Work \(Federal Gov't\)](#)
- [Great Place to Work](#)
- [Spoke | Discover Relevant Business Information](#)
- [Zippia.com | The Career Expert](#)
- [Crunchbase – Good source for start-ups](#)
- [Local Business News - The Business Journals \(bizjournals.com\)](#)

2. Resources to Find People

a. Alumni network (university alumni directory)

- i. University alumni directory/local alumni club
- ii. <https://www.thebalancecareers.com/how-to-use-your-alumni-network-in-a-job-search-2059887>

b. University programs

- [Home: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics \(bls.gov\)](#) (select occupation/more information & how to become one)
- [Find Training | CareerOneStop](#)
- [Best Graduate Schools Ranked in 2021 - US News](#)

c. Professional Associations

- [List of Professional Associations & Organizations by Industry - JobStars](#)
- [Professional Association Finder | CareerOneStop](#)

Researching Companies:

- <https://www.wikihow.com/Research-the-Company-Before-Your-Job-Interview>
- <https://www.thebalancecareers.com/how-to-research-a-company-2058508>

Networking during COVID:

- <https://www.job-hunt.org/coronavirus/covid19-networking.shtml>
- <https://www.realsimple.com/work-life/life-strategies/job-career/how-to-network-remotely>

Company Culture Questions:

- <https://www.glassdoor.com/blog/questions-to-uncover-company-culture/>
- <https://www.theladders.com/career-advice/the-7-questions-to-ask-to-understand-company-culture>

Questions for Networking Meetings

You have asked for this meeting, so it's likely that they will say "how can I help you?" You need to be ready for this question. Be honest, but let them know that you're looking for advice, information, suggestions, referrals that may be helpful in your career transition. It's important to let them know that you're not expecting them to have or even to know of any job opportunities for you. Your goal is research and information.

- Have a brief "tell me about yourself" statement ready – keep it to 30 seconds and include information about your skills/knowledges, where you'd like to use those skills (and why if it's appropriate). The key here is to give them enough to go on to be able to help you.
- Given that I'm looking for a position in the _____ area/field, what advice/suggestions do you have for me?
- What types of companies might be interested in my particular blend of skills?
- When you look at my background (resume), what comes to mind?
- Do you have any feedback on my resume? Suggestions for wording changes or things that you think I should highlight or take out?
- What companies in the area are growing or doing innovative things that you think I should know about?
- Are there any professional associations or groups that you think would be useful for me to join or attend?
- Any specific companies that you think I should include on my target list?
- Are there any people who come to mind who may be helpful in my search?
- May I use your name when I contact them?
- Any other suggestions or advice for me before we close?
- Is there anything I can do to help you?

Sample Networking Letter – Different function, similar industry

Dear _____:

_____ suggested that I contact you for advice on how I might apply my _____ experience in a _____ [type of company]. My experience includes _____. During my tenure at _____, I particularly enjoyed my role as a _____ and am looking to apply those skills in a new position.

After over _____ years in _____ [industry], I'm seeking to apply my _____ skills within a _____ [different type of company within same industry]. To that end, I'd like to set up a 15 minute phone call (zoom meeting) to get your thoughts on how my skills and background might be useful in a _____ setting.

Let me know if you have a few minutes in the next couple of weeks when we can find a convenient time to chat. Thanks so much.

Sample Networking Letter – Similar skills, different industry

Dear _____:

_____ suggested that I contact you for advice on how I might utilize my _____ skills in the [target industry] sector. Highlights of my background include _____. During my tenure at _____, I particularly enjoyed _____.

After over 20 years in the _____ industry, I'm seeking to apply both my _____ skills in the _____ industry. I'm particularly interested in _____ and how my experience would apply in that context. To that end, I'd like to set up a 15 minute call to get your thoughts on how my skills and background might be used in the _____ industry.

If you're willing, let me know when you might have time to meet in the next few weeks. At this point, my best days are next Thursday and Friday, January 7 & 8th. I'll follow up with you in a couple of days to determine if there's a mutually convenient time for us to chat.

Networking Letter – Moving to Area

Dear _____:

_____ recommended that I contact you. I recently relocated to this area from _____ [give reason if you have a good one]. _____ suggested that you might be particularly helpful as I begin the process of looking for _____ position in the Philadelphia region. To that end, I would greatly appreciate the chance to meet with you for twenty minutes to ask for your recommendations of names and organizations that I might contact here.

In _____, I was the [position held] of _____ [company or organization name]. During my time there, I [mention a few key accomplishments] which resulted in [mention a couple of concrete results].

I will follow up with you later this week to discuss the possibility of a meeting. Thank you.

Sincerely,
[Your Name]

Sample Networking Letter – Transitioning Back into Industry

Dear _____:

_____ suggested that I contact you for advice on how I might transition back into the _____ industry. I'm a _____ with _____ background. Prior to working in the _____ industry, I worked as a _____ in the [target industry that you wish to transition back into].

After the last _____ years in the _____ [your old] industry, I'm looking for a way to apply both my _____ knowledge in _____ [your target industry] because [reason for wanting to transition back to that industry]. To that end, I'd like to set up a 20 minute meeting to get your thoughts on how my skills and background might be used in the _____ sector.

I will contact your office in the next couple of days to determine if we can find a convenient time to meet in the next few weeks. Thanks so much.

Sincerely,

Sample Networking Letter – Specific interest area – new industry and possibly new function

Dear _____:

_____ suggested that I contact you for advice on how I might apply my _____ experience in _____ [industry]. My experience has included _____.

After over ___ years in _____, I'm looking for a way to apply my skills and knowledge in the _____ sector. I have a particular interest in the concept of _____ and how my skills might be used in that context. To that end, I'd like to set up a 20 minute meeting to get your thoughts on how my skills and background might be applicable in the _____ industry.

I will contact your office in the next couple of days to determine if we can find a convenient time to meet in the next few weeks. Thanks so much.

Sincerely,

Sample Networking Letter – Student looking to get established in new career

Dear _____:

_____ suggested that I contact you for advice on launching my career in _____. I have a _____ degree in _____ from _____. In addition to my formal schooling, I have experience in _____ settings as well as an internship with the _____. I'm now seeking an entry level role in a _____ organization, preferably involved in the _____ [specialized area].

I would so appreciate the opportunity to get your suggestions about the best way for me to get started in my career. To that end, I'd like to set up a 15 minute meeting to get your thoughts about where my skills and background would be most valued. Be reassured that I'm not expecting you or the [your organization] to have a position for me, but only seek your counsel on my career direction. I know you are busy, so you have my promise that we won't go over our allotted time.

I will contact your office in the next couple of days to determine if we can find a convenient time to meet in the next few weeks. Thanks so much.

Sincerely,

[Your name]