Step 8:
Getting Referrals

Start by connecting with as many of your contacts as possible on LinkedIn and Facebook. Once you're ready to start engaging your network you should messenger, in-mail, call, or email everybody. For those you don't know very well, forward them your resume and let them know what you're looking for. People will want the opportunity to try and help you. Here is a sample script to use in an email. Be sure to modify it to fit the relationship.

Asking for a Referral

It has been a while since _____ *, so I just wanted to check in and see how you were doing. Things are great with me. I am actually really excited. I am preparing for a career change and looking forward to discovering my next opportunity. If you happen to know anybody who needs* _____ *or somebody who can* _____ *you would really be helping me out. I am especially targeting companies like* _____ *. So if you know anybody in that company or any other companies that also offer* _____ *please let me know.*

(reminder of how you know each other) (desired job) (primary skills) (target company) (top priority)

Just as a reminder about my career. (use WIFM commercial speech from Page 8)

I'd really appreciate any advice or assistance you could give, and if I can ever help you in any way, please let me know.

Finding Contacts

- Cell Phone/Computer Contacts
- Former Coworkers/Friends/Family
- Friends/Family
- Alumni
- Places of Worship
- Professional Organizations & Clubs
- Facebook – Twitter – LinkedIn
- Employment Agencies

I had a great meeting with my recruiter and learned some great tips. It is always good to seek advice from someone who has HR or employment related experience as they can guide job seekers to better look for employment in this competitive market."

– A. Loy, Administrative Assistant, Alpharetta, GA