**Identify Your Network**

**Primary Contacts**

1. Identify the people you know well enough to call on the phone without having to provide a lengthy explanation of who you are. They need not be lawyers.

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| **Family, friends & neighbors** | **Classmates, former classmates, professors** | **Social and religious organizations (sorority, fraternity, other student organizations, gym, sports teams)** | **Service providers I see regularly (doctors, dentists, hair stylists, etc.)** | **Mentors, former employers and coworkers** | **Friends of parents and relatives** | **Other** |
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**Secondary Contacts**(Those who share an academic connection)

1. Evaluate your geographic, employer-type and practice area preferences:

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| **Geographic Preferences** | **Employer-type Preferences** | **Practice Area Preferences** |
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1. Identify Penn State Law alumni, Penn State Lawyers and lawyers who graduated from your undergraduate who align with your preferences. For attorneys at firms, request a list from the CSO. For other types of employers, use LinkedIn as well.

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| **Name** | **Connection** | **Location** | **Employer** | **Practice Area(s)** |
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**Additional Contacts**(Random acquaintances who may be able to assist in your job search or professional development)

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| **Name** | **Connection** | **Location** | **Employer** | **Practice Area(s)** |
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**Tier Your Contacts & Create an Outreach Plan**

**Identify & Prioritize Your Main Goals**

1. List out all of your networking-related goals. For example, you may be focused on finding a current job opening, learning about a particular practice area, or making contacts in a certain city.
2. Assign a priority number to each goal.

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| **Goal** | **Priority Number** |
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**Match Your Contacts to Each Goal**

1. List out your primary, secondary and additional contacts who may be best positioned to help you reach each of your identified goals.

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| **Goal 1**  [Insert Goal] | **Goal 2** [Insert Goal] | **Goal 3** [Insert Goal] | **Goal 4** [Insert Goal] | **Goal 5** [Insert Goal] |
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**Create an Outreach Plan**

1. Begin by reaching out to the contacts listed under your primary goal, and work down the list.
   1. If your main goal is to find an immediate job opening, focus on those personal contacts with whom you feel comfortable being direct (family, parents’ friends, college roommates, etc.)
   2. For other goals, start with an informational interview. (See *Networking by Zoom: How to Identify Your Network and Conduct Informational Interviews* for detailed information on conducting informational interviews)
2. Set realistic outreach goals and record your progress to stay on track.

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| **Goal** | **Contact** | **Planned Outreach** | **Status** |
| Goal 1: [Insert Goal] |  |  |  |
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| Goal 2: [Insert Goal] |  |  |  |
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| Goal 3: [Insert Goal] |  |  |  |
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| Goal 4: [Insert Goal] |  |  |  |
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| Goal 5: [Insert Goal] |  |  |  |
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