

20-Minute Networking Meeting



Networking doesn't have to take an hour. A 20-minute meeting is a simple way to learn about careers, make connections and grow your professional network.



Your Three Goals

1. Learn

Ask questions and learn about the person's career, industry and experience.

2. Connect

Ask for names of other professionals you could meet, especially people in careers or organizations that interest you.

3. Build an advocate

An advocate is someone willing to support you by:

- Introducing you to others
- Sharing your resume
- Recommending you for opportunities
- Connecting you with employers



Career
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Your 20-Minute Game Plan

1. Start | Two to three minutes

Thank them for their time, highlight connections (if you have them) and briefly explain what you would like to discuss (your agenda).

2. Introduce yourself | One to two minutes

Share what you're doing now, what interests you and what you're exploring for your future (your elevator pitch).

3. Ask questions | 12 to 15 minutes

Prepare three to five questions in advance. Listen carefully and take notes.

4. Wrap up | Two minutes

Ask, "Is there anything I can help you with?" Networking is about give and take.

5. Follow up

Send a thank-you note and stay in touch. Share updates or helpful information when appropriate.

Make a Good Impression

- **Be prepared:** Research the person and organization beforehand.
- **Be professional:** Be positive, engaged and respectful.
- **Lead the conversation:** You requested the meeting, so be ready to guide it.
- **Watch the time:** You asked for 20 minutes.
- **Don't lead with your resume:** Focus on learning and building a relationship.
- **Ask thoughtful questions:** Don't ask for information you could easily find yourself.
- **Stay connected:** One conversation can lead to future opportunities.

Remember:

People can't help you if they don't know you. Get out there, make connections and be visible!



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