

NETWORKING WORKSHEET

CONTACTS

Name of Contact:

Referred By (Person/Networking Technique):

Referrer's Phone Number/Email:

Dates/Times Called:

Next Appointment:

My Goals With This Person:

Position/Profession:

Organization Name:

Address:

Phone/Fax:

Email:

Company/Personal Website:

Assistant's Name:

Loves to Talk About/Interests:

Results of the Conversation:

Next Step Recommended:

Follow-up (Letter/Phone Call):

Did I send a Thank you Note?

Resume Sent (If Yes, Date)?

How Did I Send The Resume?

Notes/Conversation Summary:

Referred me to:

1. Name:

Position:

Company:

Address:

Phone/Fax:

Email/Website:

2. Name:

Position:
Company:
Address:
Phone/Fax:
Email/Website:

3. Name:
Position:
Company:
Address:
Phone/Fax:
Email/Website:

4. Name:
Position:
Company:
Address:
Phone/Fax:
Email/Website:

5. Name:
Position:
Company:
Address:
Phone/Fax:
Email/Website:

6. Name:
Position:
Company:
Address:
Phone/Fax:
Email/Website:

7. Name:
Position:
Company:
Address:
Phone/Fax:
Email/Website:

8. Name:
Position:
Company:
Address:
Phone/Fax:
Email/Website:

TARGET COMPANIES

Company Name:

Company Address:

Company Phone:

Email/Website:

Phone/Fax:

Contacts Within Company:

Department I Should Target:

Who Referred Me To This Company:

How Did I Come Across This Company?

Resume Sent (Date):

How Did I Send The Resume?

My Goals With This Company:

Follow-up:

Notes:

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