

[Career Connections across Harvard](#)
[Wednesday, June 5, 2019, 12 Noon – 3PM](#)
[Milstein Conference Center, Wasserstein Hall, Harvard Law School](#)

Preparing for the Networking Open House

With open networking events such as this, people wonder how to best prepare and how to start a conversation with someone you have never met before. Here is a checklist and follow-up resources to help you make the most of this event.

Preparing for the Event:

- Research the [websites](#) of any school or units you are hopeful to connect with. Notice key news items, headlines, major projects.
- Prepare 1-3 questions you would want to ask representatives. Some possible questions might be:
 - What makes people successful at this school or unit?
 - How would you describe the culture of your school or unit?
 - What do you most like about working at this school or unit?
 - What makes your school or unit unique?
- Prepare your “elevator pitch”; the elevator pitch is a 45- to 60-second quick summary of your skills and experience and also includes a bit about what you are interested in. Completing the [“Tell Me About Yourself Template”](#) can help you formulate your elevator pitch.
- Dress professionally (not a suit, but work appropriate).
- Bring several copies of your resume or business cards with contact information.

At the Event:

- Some schools or units may accept resumes. Some may not. This will be at the discretion of each school or unit. *Do not leave a resume unless you are invited to.*
- Have a positive attitude, upbeat tone of voice, good eye contact, firm handshake.
- End the conversation graciously and move on (keep the length of the line behind you in mind).
- Take good notes – jot down any key information from people you spoke with.
- Remember to thank people upon leaving.

After the Event

- Follow-up with any connections you have made during the event.
- If you learned about a school or unit of interest, set up a job search on **Harvard Careers** to be notified of open positions in that school or unit.
- If you find an open position for which you would like to apply, check out the [Preparing as an Internal Candidate Checklist](#) to make sure that you are ready to apply.