**Networking Script**

**Introduction**

Hello \_\_\_\_\_\_\_\_, my name is Jane Roth. I was referred to you by Doug Williams. I know Doug from Brewster University Hospital where we worked together in the facilities department. I’m contacting you about a career matter**, but let me assure you that I am not calling to ask you for a job.** Is this a good time for you? I only need 5 minutes of your time.

**Build Rapport**

I recently emailed you a letter outlining my productive accomplishments….I was wondering if you had time to review it?

**No…didn’t read it.**

I contacted Doug because I am exploring new opportunities in facilities management and thought he would be a good person to touch base with because of his 24 year career in health care facilities. Let me tell you a little about myself.

**Positioning Statement**

I am a registered architect with 20 years’ experience designing and managing interior projects for corporate and health care clients, with six years’ experience in facilities management directing all phases of in-house renovation projects for Brewster University Hospital and Campbell Soup Company. My strengths include designing and implementing space plans, and organizing projects to meet established goals, schedule, and budget. I have specific expertise in managing projects from initial client contact through construction completion. I am seeking a facilities design/management position with a focus on interior renovation projects.

**Departure Statement**

As a result of our clients’ workload changing, my employer no longer felt the need to have two architects servicing the account, so he decided to keep the architect with seniority. I now have the opportunity to explore other career options in design and management that will leverage my proven strengths in organization, problem-solving, communication, and innovation.

**Decompress**

**Again, I am not asking you for a job, nor do I expect you to know of any appropriate openings**. However, I am interested in any advice or guidance that you could offer, in addition to any networking contacts you could provide. Would you be willing to review some of my credentials, and give me candid feedback? I could send the materials right over.

**Wrap up**

I will email my resume (or Biography) and list of *Target Companies* to you. Then I’d like to follow up and have another conversation – when would be better for you, Wednesday afternoon or Friday morning? I know your input will be of great value, and I appreciate your willingness to help.