

Making the Connection:

1. Once you are signed into your JOB CENTER account, click on the Mentors (Career Connections) module.
2. Scroll down to the Mentor Search section to put in criteria that will narrow down our database of mentors. If you would like to see the complete list, click "Search."
3. You can then sort the Mentor list by First Name, Last Name, Employer Name, and Industry by clicking on the corresponding subject heading.
4. Once you have found a mentor that meets your specifications, clicking on their name will take you to their profile.
5. If you'd like to contact that mentor and their phone and email is currently not shown, click on the "Contact Mentor" tab in the top-left column. This will allow all of their contact information to be displayed.
 - ⇒ Clicking on the Contact Mentor tab does NOT automatically send an email to that mentor; it gives you access to the information so that you may *then* email or call.
6. When making the first connection with a mentor, be professional and understanding of their schedule. Keep in mind that you might not hear back from them right away.

In Partnership with: Alumni Programs

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Career Connections

Connect with LVC
Alumni on-line!



Career Services

Career Services

Lebanon Valley College

What is *Career Connections*?

Career Connections is a collaboration between the Office of Alumni Programs and Career Services to connect current students with LVC Alumni to assist you with career exploration and help you through the job search process.

Mentors Can:

- Help you develop a clear perspective about a career field.
- Provide information about a particular company or organization.
- Give advice about the best methods for entering a specific career field.
- Offer advice for resume development and networking.

Career Connections is an excellent source for Informational Interviews. One of the best ways to find out about a career or occupation that interests you is to get an inside perspective from someone employed in that field. However, it can be intimidating to initiate your first Informational Interview, so *Career Connections* offers a database full of people who are more than willing to talk to you!

Best of all, you already have something in common - Lebanon Valley College!!

Also included in this brochure are some tips on how to network properly and how to make the first connection.

Networking Appropriately

While this program is intended to help you gather career information, rather than an opportunity to ask for a job, the professional etiquette is very similar:

- **Don't waste your contact's time:** It's very similar to speaking with a recruiter at a career fair—you should already know some basic information, as well as what your purpose is for approaching them. If you are inquiring about the profession, have some specific questions in mind to ask as opposed to “can you tell me about your field?”
- **Be confident.** Know what you can offer and be confident in your abilities so that your contact knows what they can do to help you.
- **Listen.** When someone is kind enough to offer you job advice, listen attentively!
- **Use professional courtesy:** Respect that your networking contacts are professionals with their own commitments. Don't drop in uninvited and always ask if he/she has the time to talk about whatever questions you're hoping to cover.
- **Don't expect too much at once.** Don't burden your contact with overwhelming requests for help and advice all at once. You can always ask more at a later time. Similarly, don't expect your network to do the work for you.
- **Get permission** before using a contact's name to approach another prospective contact as well as before putting them down as a reference.
- **Don't be demanding.** Even if you have a great relationship with your contact, don't expect them to drop everything at the drop of a hat.
- **Say thank you!** A quick note of appreciation or phone call to tell them how they've helped goes a long way towards ensuring continued success.
- **Remember that networking is a two-way street!**

Start out on the Right Foot

We know that it can be difficult to make a connection with someone you have never met. Your first email should be professional and to the point. You want to respect the person's schedule and make sure to indicate what kind of information you are hoping to gain. Here is a sample email that you can send as a way to get started:

Hello (Mr. or Ms. _____)

My name is Joe Smith and I am a Junior at Lebanon Valley College. I am currently studying Accounting with the future plans of working in a small accounting firm. I found your contact information through the LVC *Career Connections* program and noticed that you have experience in the field of auditing. I was interested in learning more about this area and was hoping to ask you a few questions. Please let me know when would be a good time for you.

Thank you for your help and I look forward to talking with you!

Sincerely,

Joe Smith

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