



Saskatoon  
Open Door  
Society



## Tips for Online Networking

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ALWAYS use 'formal' English language when communicating with employers on the virtual platform. Ensure proper spelling, punctuation, and capitalization where necessary (i.e. names, job titles, company names, education and credentials).

### Starting an Online Conversation

#### Introduction 1

- ✓ Greeting
- ✓ Name
- ✓ Relevant education background and/or relevant years of work experience
- ✓ Target

#### **Sample 1**

*"Hi, I'm Tram. I have a Bachelor's Degree in Education and have taught for two years. I am interested in teaching opportunities within your organization".*

#### Introduction 2

- ✓ Greeting
- ✓ Name
- ✓ Relevant skills and abilities
- ✓ Target

#### **Sample 2**

*"Hi, I'm Dillon. I am an outgoing individual and enjoy working with others. I am interested in your Customer Service position".*

## Ending an Online Conversation

### **Samples:**

*“Thank you for your time today”.*

*“It was a pleasure speaking with you”.*

*“Thank you for providing me with information on your company”.*

### **You may also ask a few questions:**

*“Is there a way I could follow up with you after the job fair”?*

*“How soon will you be notifying clients to let them know they qualify for an interview”?*



### **A Few Hints:**

- ✓ Prepare as best you can prior to the day of the WEconnect Virtual Job Fair
- ✓ Throughout the WEconnect Virtual Job Fair (10 a.m. – 2:30 p.m.), Employment Counsellors **will not** be available to provide assistance in writing resumes and/or cover letters, or other correspondence
- ✓ Be proactive and research employer websites prior to the day of the virtual job fair
- ✓ While communicating through the virtual job fair platform, please keep conversation short and clear, and do not take up too much of employers’ time