THE NETWORKING "One Sheet"

Networking should be the biggest part of your job search. Most of your time should be spent meeting face – to – face with people and building relationships. These conversations should cover highlights of your professional career, among other things. Be a real person, strive to build a connection with each person you speak to and be prepared to make those meetings as productive as possible.

You should always have a copy of your resume with you for those times when someone asks for it. In some cases the person you are meeting with may not ask and you might not feel comfortable offering it to them and that's OK. Always have your resume with you for those moments when it is needed. Additionally, you should have a way to share your resume electronically as well. I like to keep a draft email with my resume attached to it. I can access that draft email from my phone and I only need to fill out the "To:" field, add a little text and I can send my resume to someone in seconds. Google Drive and Dropbox are both excellent options as well.

I also suggest building a "networking one sheet". This is a one page document that highlights *you*. Your networking one sheet should have the following:
1) Your picture. It's best if you use your LinkedIn profile picture. This should be a 'profile' shot (shoulders and above), should be professional and is OK to print in black & white. Color is nice but there may come a time when you need to print black & white for cost reasons.
2) Your name and a general title for what you do. This should be in larger font so the reader can see it quickly. List your phone number & email address so they can contact you.
3) A professional summary – this should describe what you do using language that speaks to your valuable.
4) A list of recent accomplishments. 3 – 5 accomplishments are enough. They should speak to your value (measurable!) and should speak to the skills you would prefer to use in your next job. (I'm great leading teams and I like it, I'll use an accomplishment that tells where I did a good job leading a team. I am also great with MS Excel but I hate it, no MS Excel accomplishments on my one sheet!)
5) A section for education, awards and other miscellany
   a. Education is important because the person you're networking with may have graduated from the same school.
   b. Awards are important, they speak to your value and if you're networking with someone in your profession they may recognize the award.
   c. Perform volunteer work related to your profession? Anything else of value you want your network to see? This is a good place to put those things.
6) Target Positions – This is a list of the titles you might hold.
7) Target Companies – Like small companies? Like to work for a big company like IBM? This is where you describe the type of company you want to work for. Size, geographic area, culture, whatever is important to you about the next company you will work for.
8) Representative Target Companies – this is your list of the actual companies you are aware of that you are interested in. Would you like to work for AT&T, how about Creek Nation Business? This is the place on your One Sheet that you list the companies you are interested in.

The next page has an example One Sheet that you can use as a template to build your own. If you have trouble with the formatting reach out to the volunteers at OJTTulsa.

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Professional Summary

Creative leader with the flexibility and initiative to encourage my team members to reach goals and drive performance to new levels. Results driven, self-motivated, skilled communicator; corporate trainer and metrics expert, specializing in sales, operational information and client relations.

Accomplishments

- Working with a team of peers, reduced a 200 hour training package by 40 hours. **Average savings per class = $46,000** for each following class.
- Identified changes to agent call handling protocol to **reduce** AVG 60 min call times by **6%**
- Managing all design and GUI changes to Qjac; combined with accurate and comprehensive reporting based on data derived through Qjac, **generated over $2 Million in revenue**.

Education

Oklahoma State University	B. A. Communications	2008
University of Tulsa	Masters of Organizational Psychology	2012

Target Positions

Training Manager | Director of Learning & Development | Instructional Design Lead | Learning & Development Manager | Corporate Learning Consultant

Target Companies

Midsize to large footprint companies in the Tulsa MSA that handle a high volume on call traffic with clients, peers, vendors or other consumers. Companies that measure performance through increased or sustained consumer loyalty rather than typical, more easily tangible factors.

Representative Target Companies

Coca Cola	HireRight	A T & T
OneOK	OneGas	The Williams Co
U. S. Cellular	Arvest	Creek Nation Business
Capital One Auto Finance	Cherokee Nation Business	Enterprise Holdings