

# Build a Contacts & Opportunities Sheet

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## Vocabulary

**Contact:** Any person who potentially has information or resources to help you find a job or advance your career. *That's a lot of people—even new contacts you meet on the bus, at a community event, etc.*

**Opportunity:** A possibility for employment or career advancement.

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**Six Degrees of Separation:** In the early 1900s a Hungarian writer, Frigyes Karinthy published a theory that became known as “[six-degrees of separation](#).” The belief is that you are only six people away from ANYONE in the world. For example, if you wanted to meet President Nelson you would ask your friends, to ask their friends, to ask their friends... and so on, until someone was able to introduce you to President Nelson. You can use this theory to make contacts and network with the right people who can put you in touch with the right career opportunities for you.

**Download** the [Contacts & Opportunities Sheet](#) template to collect and track these names and resources throughout the semester. The following instructions will help you begin this sheet.

## Identify Your Area-Specific Contact

The first thing to note is that every industry and every region in the world has different strategies for advancing your career (making contacts, networking, finding & applying for jobs, etc.). You will spend time in the first few weeks of GS 170 researching these strategies for your region and industry. See the [Research Area-Specific Strategies](#) help page.

A good first step in advancing your career is to identify someone who can help you understand the best strategies in your industry and region to do so. **Write these area-specific contacts on your Contacts & Opportunities sheet.** These ideas may help:

- Do you know any involved in hiring in your industry and region (management, human resources, recruiting, etc.)?
- Local job service representatives
- [LDS employment and self-reliance centers](#)

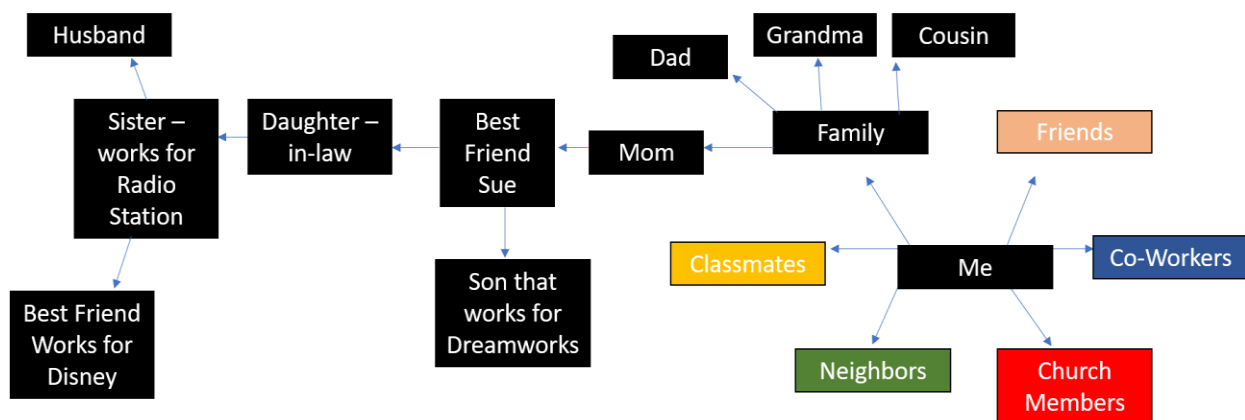
## Identify Other Contacts

Remember that the right contact and the right job opportunity may only be six degrees of separation *or less* from you right now. A great way to quickly build a large list of contacts is to map them out on a network map. This 10-minute video offers some good tips to help with this mapping – [2 Keys of Job Search Networks](#).

Follow these steps:

1. Create a list of everyone you know. This list will include family, friends, co-workers, neighbors, church members, classmates, and business cards you may have collected.
2. Create a network map like the one below. You can do this with paper and pencils or on a computer. Use colors to help you visualize different network paths better. Follow these guidelines:
  - a. The center is you

- a. Surround the center with categories for **family, friends, classmates or alumni, co-workers, past co-workers, neighbors, church members, etc.**
  - b. Then choose one category at a time and list all the people you are connected with in that category. For example: build boxes and connection lines for all your family members.
  - c. For that one category, ask yourself “who is each of these people connected to or friends with?” Build a new box and connection line for each of those new connections.
  - d. Continue extending the map out like this for one or two more degrees of separation.
  - e. Do the same with your other categories.
3. Look at this large list of connections and identify individuals who may be good professional contacts, who may be connected with or have information about jobs or employers you are interested in. **Write these people down on your Contacts & Opportunities list.**
  - a. Tip: Facebook, LinkedIn and other social media sites are opportunities to locate old friends, lost family, alumni, and people working at companies you are seeking employment from.
4. Start networking, asking around or looking up contact information for these connections, then reach out to these individuals, keeping in mind the [The 7 Rules of Networking](#) from latterdaysaintjobs.org. Also read through their [Effective Networking](#) article.



### Don't Forget Your Digital Connections

Digital connections can be very helpful and this is a great opportunity to strengthen those connections. If you have a digital network like LinkedIn or Facebook, reach out to these individuals. Another great resource available to you as a BYU-Idaho student is **BYUI Connect**.

BYUI Connect is a more **private network** where you can connect with alumni of BYU-Idaho. Members of this community share education or career advice, expertise/consultations, job opportunities, and more. You can set up a free account with your BYU-I login at <https://www.ldscs.org/>. Click on 'Join our community' then 'Sign in with School ID'. Follow the steps to setup your account and profile and start connecting with people.

### Find Opportunities

Career advancement opportunities are all around you, less than 6 degrees of separation away. They're on job search sites, social network sites, alumni databases, etc. They are with those in your network

map you just built. They are also with people next to you in an elevator or the man at the table next to you in the restaurant.

- Get in the habit of asking for a business card from anyone you meet. Those cards should then be entered on your contacts list.
- Get to know people as you go about your day. Talk to the person next to you on the bus or train. You can ask casual questions like, “What do you do for work? Who do you work for?” “Do you like it there? I’m actually looking for work right now; do you know of any openings or someone I could contact and drop off a résumé to?”

**Networking** has proven to be the best way to find and get a job. We all have a network; so use it to get the message out that you are looking for opportunities.

**Set up a free Handshake account** and search opportunities with your BYU-Idaho login. Visit <https://byui.joinhandshake.com/login> and click on ‘BYU-Idaho Login’. Follow the steps to set up your account and profile to get started searching job opportunities.

**Advance within your own company.** Look into opportunities to for a better position, more appealing work, a promotion, or other opportunities within your own company. Latterdaysaintjobs.org offers some good tips on this – [Advancing Within Your Company](#)

### Additional Resources to Help in Your Search

- This 9-minute video offers some good tips – [How to search for your next job](#).
- latterdaysaintjobs.org [Article Index](#): Click on 'Job Search Techniques' under 'Searching for Employment' to find many specific resources.
- BYU-Idaho Career Services [Job Search](#) site.
- [Local job fairs](#) – a good place to find many recruiters in your industry and region
- Local job service representatives
- [LDS employment and self-reliance centers](#)

### Record Your Opportunities

**Record every opportunity** you find on your Contacts & Opportunities sheet. **Continually update** your motivation for each job opportunity and sort the list so the ones you are most motivated to pursue are at the top of your list