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T H E

Anti - Social

N E T W O R K G U I D E

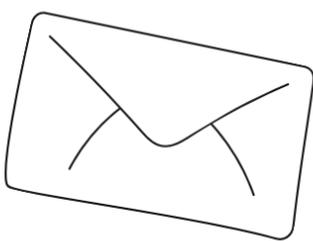
7 tips to IMPROVE YOUR NETWORKING SKILLS

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Based off the January 25 Webinar, The Un-Social Network. Visit [this link](#) to view the webinar recording
The following information is based on the points discussed by panelists in the aforementioned webinar. The webinar was sponsored by LexisNexis Canada



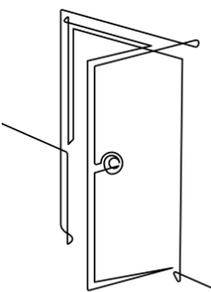
REACH OUT TO LAWYERS

Find their CVs, Twitter, LinkedIn and see who they are, what they do, what hobbies they have (this can help you find some common ground).



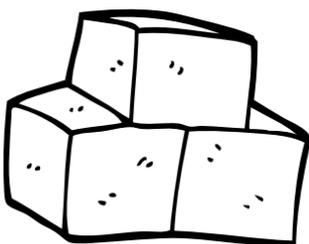
HOW TO APPROACH A FIRM

Reach out to the articling and summer students first to get a good impression; ask these individuals for the contact info of junior lawyers (they'll be able to tell you who the talkative ones are) and keep going from there. This will prevent you from asking articling-type questions to higher-ups, and will allow you to establish a reputation with the firm.



WHAT'S YOUR LEGAL INTEREST?

Have an open-mind, don't pigeon-hole yourself. If you think the area is interesting, connect with people who work there and ask them about their work. Or, pick a broad area and narrow down from there. Ask people why they enjoy their area of work - maybe their reason will resonate with you.



BUILD A RELATIONSHIP

If a lawyer mentions their kids, spouse, interest, hobbies, where they holiday - remember it! Keep a small note for yourself on the people you meet, and ask them about these things (*i.e.*, "last we spoke, you mentioned your trip to the Bahamas, I hope it went well!"). This can help you form a relationship/mentorship which can be beneficial in the future.



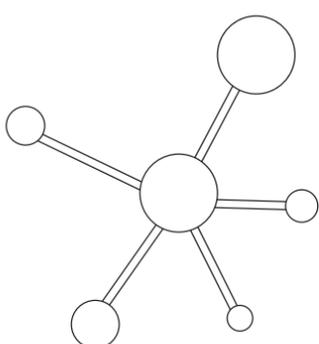
AVOID TABOO AREAS

Don't lie about your area of interest. Look at your audience, as a higher-up may not be keen on your EDI work, but a junior lawyer may be more interested. If someone asks you a question you're uncomfortable with, say you don't know much about the area and don't have an opinion on it.



AVOID COMMON MISTAKES

ALWAYS thank the firm - this can make a huge difference. Take initiative where possible, and be specific in emails (*i.e.*, give context as to why you want to meet, maybe include 1-2 questions of yours as a starting point).



MAINTAINING YOUR NETWORK

Send "Happy Holidays/New Years" cards or emails - personalize them, if possible. Update the cards and add a little bit of info about where you are (*i.e.*, "I just completed 2L").
Reach out after interviews, thank the firm for their time, and see if you can get feedback on your interview. Meet with people and keep in touch. so they remember you.

D A T E always track when you met people, so you've a point of reference

M E E T I N G N O T E S

their name and pronouns | their role (in case of a promotion) | their firm (in case they move)

N A M E

|

R O L E

|

F I R M

G O A L O F M E E T I N G

This is a good spot to write down why you want to meet with this person - what is your goal in meeting with them? Is it to get a better idea of their firm, their area of practice, or just to chat? Jot it here, so you can keep that in mind when you meet.

L I S T O F Q U E S T I O N S

1. Write out your questions - start with broad ones about their practice area,
2. then move to slightly narrower ones, based on specific cases they worked on
3. or things they have mentioned in the past (if you've met them or heard them
4. speak before. Be sure to have some more personalized questions too - these
5. can provide you with some excellent ground to build and maintain a relationship.
6. _____

N O T E S

Write any important notes you have -
specifically any advice they give you
related to your questions above.

F A C T S

Write some facts about the person - if they mention a pet, a place, a family member or something work-related.. This info can be useful to help reconnect you with them in the future (i.e., "how did your vacation go?" or "how was X's piano recital?" and "how did that big case go?"

REACH-OUT LETTER

The scariest part about emailing lawyers is emailing them. Generally, I email lawyers I've spoken to before (like at events or who have spoken in panels or been guest speakers in my classes) - I call these type 1 lawyers. But on the odd occasion, I emailed lawyers who I'd never met before - these are type 2 lawyers.

Letter #1 is for Type 1 Lawyers; and Letter #2 is for Type 2 Lawyers. Feel free to shorten these to use for LinkedIn or other networks!

Letter #1

Dear/Hi (depends on how formal the person is) [insert their name],

My name is Saran Dhindsa, and we met briefly/you spoke at [name the event you met at, panel they were on, class they spoke in].

I really enjoyed hearing your thoughts about [what they spoke about, panel topic, speaker topic], and in particular about [insert a specific thing].

I have some additional questions about [what they spoke about at the topic], as well as your time working at [firm/company]. If you're free, I'd love to speak with you more!

Sincerely,

Letter #2

Dear/Hi (depends on how formal the person is) [insert their name],

My name is Saran Dhindsa, and I am incredibly interested in [name the area of law you're interested in/the firm your interests in], and I heard you're the person to talk to.

I was wondering what your availability is like in the upcoming week, and if we could meet for a half - hour so I could ask you some questions about [the topic/the firm]?

Let me know your thoughts!

Best,

THANK YOU LETTER

Whether it was a zoom coffee chat, an interview, or a simple passing-by from an off-the-cuff run-in, always send a thank you letter. Sometimes these letters can be the make or break between landing a job and not.

I generally send mine within 24 hours of the meeting.

As a general rule, I ensure my thank you note touches upon the following points:

- show appreciation for the person's time
- reference key parts of the conversation
- reiterate interest in the area of law/organization/position/person

Use the template below as a guide to write a personalized letter!

Dear [insert person's name],

Thank you for taking the time to meet with me yesterday/today.

I really appreciated you sharing your time and knowledge about [area of the law, firm or topic]. I found our discussion on [mention a specific part that relates to the meeting] strengthened my interest in [area of the law, firm or topic].

Additionally, I enjoyed hearing your thoughts on [a hobby, case or show].

Hopefully we can stay in touch, and I thank you again for your time!

Best,

REJECTION LETTER

While I hope you never have to use it, sometimes you get rejected by firms. But, that shouldn't stop you from making a good impression. As someone who was rejected by many firms, I always found a way to use it as a way to continue to connect with firms I was interested in.

Letter #1 is to use when you get rejected at the application stage, Letter #2 is for interviews.

Letter #1

Dear recruiter's name,

While it is unfortunate that I will not be joining your firm this summer, I was grateful for the opportunity to apply.

I wanted to thank you for taking the time to consider my application.

If possible, I would appreciate any feedback you have regarding my application?

Thank you once again, and I hope you have a wonderful rest of your day

Best,

Letter #2

Dear name of whoever sent the rejection,

While it is unfortunate that I will not be joining your firm this summer, I want to thank you and your talented team for taking the time to interview me. I understand you had a large number of applicants, and I am grateful for being given the opportunity speak to your firm about myself, my experience and the value I could have brought.

If possible, I was wondering if you'd be willing to provide me with some feedback regarding my application and interview(s). I would like to improve upon them should the opportunity to work for your firm arise again.

I hope everything goes smoothly with your summer/articling student(s), and I wish you all the best!

Sincerely,