



## Classroom Activity: How to Ask for Career or Professional Advice

When networking, the best way to approach people (especially busy working professionals) is to ask for their advice. That means you want to sit down, ask questions and let them share knowledge with you. Hopefully, the email will encourage the person find time to meet and chat.

### Scenario:

You aren't sure the direction to take your college search or the next steps in your career. Fortunately, there's a person (or people) in your network you think could provide solid guidance. You know the person is busy and want to ask for his/her time the right way.

### Instructions:

- Identify someone in your own network who you might go to for advice (ex: teacher, coach, relative or family friend).
- Identify what kind of advice you are looking for (ex: college recommendation, what kind of part-time job is right for me, what are some companies to explore).
- Read the guides on pages 78-80 of *Wait, How Do I Write This Email?*. Identify key words and phrases that make the samples sound professional and make them strong.
- Considering what you know about your contact and the advice you seek, use the template on pages 78-80 write an email requesting advice in your own words. Do not copy entire sentences directly from the text. Instead use the key words that you identified earlier.
- Read your email out loud to make sure there are no typos or awkward phrases.

Be ready to share your email and specifically how you asked for the person's advice.