



Teacher Notes: How to Ask for Career or Professional Advice

It's critical for students to understand the power of asking for advice. The approach is often the easiest way to "break the ice" and build a relationship with someone in the business world.

The goal is to teach students to approach people with curiosity and a realness that's hard to deny.

The impact:

A networking email that asks for advice can help students gain important knowledge and strengthen their network. Ultimately, it's one more person who can help a student seek out new opportunities.

Skills the students learn:

- Relationship building
- Respect for a person's time
- Self-awareness
- Importance of curiosity
- How to do basic research

Notes for the exercise:

- The students have two email options to choose from:
 - o If they know the person, they should use the template on page 78.
 - o If they don't know the person (or don't know the person all that well), refer them to the template on page 79.
 - o To extend the activity, they can learn to write both.
- **Bonus lesson:** If the students type the emails on a computer/laptop, they can print them out and practice reading their messages aloud (to themselves) to spot any typos and awkward phrasing.
 - o For simple instructions on the editing method, see page 18.

Questions to ask the students:

- Did you explain specifically why you want to meet with the person?
- If you don't know the person well, did you explain why you would "value" the person's time and perspective?