


**How to prepare for an in-person event:**

1. **Prepare.** If you can find out in advance who is participating in a virtual or in-person networking event, do some research into the attorneys participating or their organizations/employers, so that you can more easily seek out opportunities to chat with attorneys that are more aligned with your interests and ask better-informed questions. Go to events only if you are genuinely interested in learning more - you do not need to go to everything! Learn more in our Online Research Guide (QR code below).
2. **Work on your “elevator pitch.”** Your elevator pitch is a quick summary of who you are (name/class year), what you are interested in learning more about, and why you are interested in it (consider picking an experience or skill to talk about that has helped shape your interest). Have this ready in case you are asked about yourself.
3. **Have goals for the event.** For example, going into the event, aim to have a brief conversation with at least five people, or follow up via email after the event with at least one person that you spoke with. This will help keep you organized.
4. **Prioritize learning about the work attorneys do by asking open-ended questions.** Remember, at the core, networking opportunities are research opportunities where you can learn more about how attorneys practice. See below for examples of open-ended questions you can ask!
5. **Make a record and follow up.** Jot down the person’s name, make notes of what you talked about, and send a follow-up email promptly if you are interested in talking more.

In-Person Research: Example Conversation Starters	Online Research Guide
<ul style="list-style-type: none"> <li>• How did you decide _____ was the kind of work you want to do? (practice area or legal work)</li> <li>• What do you like about being a _____ attorney? What do you find most challenging? (e.g., transactional attorney, labor law attorney, etc.)</li> <li>• What do you like about working on ____?</li> <li>• What do you think are the most important qualities/skills for someone who wants to do this type of work?</li> <li>• Can you describe a project you’re working on right now?</li> <li>• What things did you do in law school and in practice that have helped you most in your career path?</li> <li>• Can I follow up with you sometime soon after this event?</li> </ul>	

**Transferable skills are your abilities and strengths that are applicable across different jobs and industries. These skills are part of the “toolkit” of your career.**

*Practice-ready skills employers are looking for:*

<b>Category</b>	<b>Related Transferable Skills</b>
<b>Professional</b>	Written communication, research, negotiation, and intellectual curiosity
<b>Practical</b>	Analysis, attention to detail, problem-solving, creative thinking, handling complex issues
<b>Interpersonal</b>	Communication, listening, building relationships, client service, teamwork and collaboration, dealing with crisis situations
<b>Personal</b>	Organization, taking responsibility/initiative, time management, ethical, handling failure, composure, perseverance

***Reflection and Application:***

<b>Category</b>	<b>My Transferable Skill</b>	<b>Evidence</b>
	<i>Pick one skill from the above list for each category.</i>	<i>How did I develop this skill? What experiences do I have that prove I have the skill? Write a brief note explaining or citing the experience.</i>
<b>Professional</b>		
<b>Practical</b>		
<b>Interpersonal</b>		
<b>Personal</b>		