



LIBOR

Little Investment Bankers of Rutgers

Networking 101 Workshop

September 28th, 2023

Agenda

Intro to Networking

Networking events

Cold emailing

Phone calls / coffee chats

Leveraging your network

Tips and tricks





Intro to Networking

What is networking and why do it?

- Networking is the process of forming connections with professionals at a wide range of companies
- Networking is a **two-way connection** where students aim to learn from professionals while professionals assess potential employees for their firm
- Hence, it is important to focus on **quality before quantity** and invest time into the process
 - Still however make sure to reach out to a large amount during recruitment process



Networking Process Outline

- Finding the “Target”
- The Email
- The Call
- After the Call
- The Follow-Up





Networking Events

Networking Events (LIBOR Events and beyond)

- Great way to grasp the firm culture and environment
- Great opportunity to introduce yourself to professionals
 - **Read up on the panel members** if possible, to learn more about them and see if you have any personal connections
 - Try to get email address or business card - you can also use **hunter.io** or **apollo.io** or **Rocket Reach** to find firm email formats
- **Finding the Events**
 - Come out to Rutgers LIBOR events!
 - Look at publicly advertised events by Wharton, Stanford, etc.





Cold Emailing

Sample Email

Rutgers Student Interested in [name of industry]

Hello XYZ,

I hope all is well.

My name is Nina, and I am a current junior attending Rutgers University, pursuing a degree in Finance. I am deeply interested in investment banking, and I noticed on your profile that you are a current Investment Banking Analyst at Goldman Sachs.

I understand you have a hectic schedule, but if possible, I would love to set up a quick call to discuss your career journey and time at Goldman Sachs. Please let me know what time works best for you. For your reference, I've attached my resume.

Thank you for your time, and I look forward to hearing from you soon!

Best,
Nina

Nina Chhor
Class of 2025 | Bachelor of Science in Finance
nc193@scarletmail.rutgers.edu



Sample Thank You Email

Thank You - Ojal Khubchandani

Hello XYZ,

Thank you for taking the time to speak with me today. I enjoyed speaking with you and learning about your experience at [firm name] in [division/team name].

I will definitely reach out to Girls Who Invest alumni and learn about their program experience to prepare for the program. [an insight from the conversation].

I appreciate your advice and look forward to connecting with you again.

Best,

Ojal

Ojal Khubchandani

Finance and Business Analytics and Information Technology | Rutgers Business School

ojal.khu@gmail.com



Note on LinkedIn

- **LinkedIn messaging should only be used when there is no alternative, or the person has expressed they prefer communicating there**
- Most professionals do not check LinkedIn frequently and/or heavily prefer their email
 - Only okay to cold message in rare situations where you can't find the email and are really set on connecting with that individual





Phone Calls / Coffee Chats

Networking Calls

- **Proper Preparation Prevents Piss Poor Performance**
- Put your best foot forward while also being relaxed and genuine

BE A NORMAL HUMAN BEING!!!

- Show respect - match the energy but don't try to "out-bro" them
- Smile even though its a phone conversation - you will sound better
- Respond quickly!
- Send them a calendar invite with logistics (phone number, who is calling who, 30 minutes Reminder)
- Timing: ~20-25 minutes
 - Calls can go much longer, so don't schedule back-to-back
- Send a thank-you email
 - Ideally within a few hours, within one day



Networking Questions

- Have a guided list of questions, but avoid unnatural structuring
- **Professional/Career Questions**
 - Why ROLE?
 - Why BANK/FIRM? / Firm experience
 - Favorite projects, recent deals
 - Recruiting advice, traits of best candidates, what to do now
 - Research the career so you know your priorities, and you can learn about it - not just “sound good”
- **Not related to work**
 - This would be a **NATURAL** conversation about some kind of mutual connection / interest that you might have



Live example call - 5 minutes

- **Rishi**, an eager student and aspiring investment banking analyst has scheduled a call with...**Katherine**, a 2019 RBS grad (summa cum laude Finance/History, Debate Club), analyst at Patagonia Partners
- **Intro**
 - Thank them for taking the time to speak with you
 - Exchange backgrounds (tell them about yourself)
- **Body**
 - Organic conversation from intro (common backgrounds)
 - Questions / more organic conversation
 - Ask about recruiting - advice, how to position yourself, etc.
- **Closing**
 - Thank them again
 - Ask to keep in touch
 - If there is anyone else they think you should speak with





Leveraging your Network

How to leverage your connections:

- Right after the call - ask to be connected with others
- Next few months
- Pre-interview
- During the interview





Tips and Tricks

The Most Important Things

- **Know yourself and know your story**
 - 1:00-1:30 answer to “tell me about yourself”
 - Prepare behaviorals – not necessary but beneficial
- **Humility is key**
 - Don't be pushy or overly demanding
 - “I am flexible and can work around your schedule” vs. “Let me know when you are available”
- **Please be chill - concept of “ease”**
 - Competence and confidence.....without being a “hardo” or tryhard



Networking Tips and Tricks

- **Staying organized is essential**
 - Create a spreadsheet to track your progress
 - Some important things to track include:
 - Contact name, email, firm, division, how you know them
 - Date last emailed / contacted, brief notes
 - # of times followed up with (if no response)

A	B	C	D	E	F	G	
Name	E-mail	Companies	Division	Connection	Date	Status	Notes
Upcoming calls							
Connected							



Networking Tips and Tricks

- **Google Boolean / Advanced Search**
 - Find people working in industry with similar backgrounds quickly and avoid having your LinkedIn searches capped
 - Type into Google Search: “Rutgers” AND “Investment Banking” AND “New York” AND “LinkedIn” AND “Spanish”
 - Open all of the results in a new tab and quickly filter through
- **Using mutual connections**
 - Check who your peers have connected with - chances are these folks responded to an email, and are more likely to respond to you
 - Filter by industry / firm



Things to Avoid

- **“Catchy” Subject Lines**

- Don't try to be too special here. Acceptable subject lines are full sentences and include: “Rutgers Freshman Reaching Out”; “Katherine Lombardi Recommended I Reach Out - Rishi Mendiratta”

- **Being Needy or Too Casual**

- Don't reach out every week, don't ask questions that could be googled - avoid desperate subject lines
- Don't use Mr/Mrs - but also not “hey” or being bro-y

- **Bad Grammar**

- Triple check your email, use Rutgers free Grammarly Premium account. Don't email like you text a friend





Questions