

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

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Graduating in a Year or Two?

Curious What Roles Are Out There?

This is your Step-to-Step Guide on Connecting with Ted Rogers Alumni!

Has anyone ever told you, "It's not what you know, but who you know?" It's up to you whether you wish to believe this philosophy, but it's a well known fact that tapping into your network can really help you secure a job. Not only does networking help build relationships but it can even uncover new job prospects. It's one of the key skills needed to succeed in your career!



Networking allows you to access multiple opportunities that you may or may not be able to find on your own.



Networking can help you develop your skill set and stay on top of all the latest trends in a specific industry or job market.



Networking helps you build relationships, whether it be professional or solid friendships. By giving yourself a chance to widen your networking circle of influence, it can benefit your career growth as well as your self development.

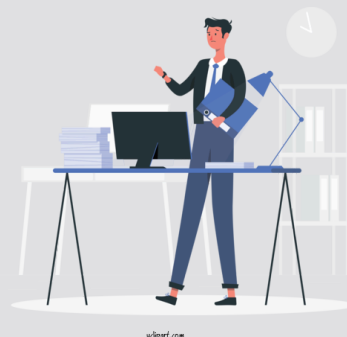


Networking can also open doors to new opportunities - it can bring you in touch with someone who might have insider information about a job that hasn't been posted yet.



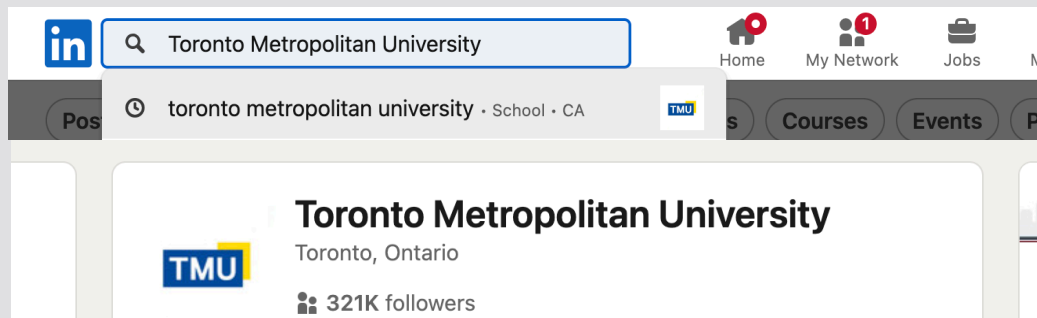
TIP: Learn How to Use the Alumni Tool on LinkedIn!

This useful tool can help you find connections on LinkedIn based on specific profiles.

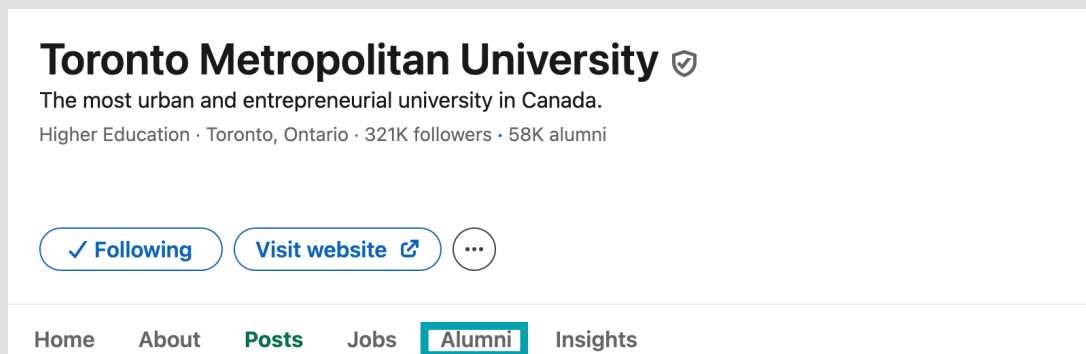


Ok, Let's Start!

1. First, login to LinkedIn and search up your University's page by typing 'Toronto Metropolitan University' in the search bar, making sure you select the University page.



2. Once you have successfully found the page, you will be able to see Alumni on the menu under the header - click it.



3. After clicking it, you will be able to find 'Toronto Metropolitan Alumni' information including:


- Where they are living (geographic location)
- Where they work (company)
- What they do (job function)
- What they studied (major)
- What they're skilled at (LinkedIn skills)
- How you are connected (1st and 2nd degree connections, group members, and so on).

4. You will be able to filter your results - you can search Alumni by year and when they attended or graduated from TMU or the Ted Rogers School of Management.



5. Once you have narrowed your search by setting the filters to your liking and having identified a list of individuals you want to connect with, you are basically done with the Alumni Tool. Now you have to reach out!

Message Samples for LinkedIn



New Message

To:

Subject: Hello! A quick question from fellow alumni

Dear First Name,


I graduated from [Your College] in [Year Graduated] with a degree in [Your Degree/Major]. I see that you work in [Industry] and was wondering if you would be willing to chat on the phone, at your convenience of course.

I would love to hear more about what you do and any insights or advice you might have on breaking into the industry.

Any help would be extremely appreciated!

Thanks,
Name
Email
Cell Number

- *If the other person accepts the invite but doesn't respond, you can then follow up with a more detailed message. Just note that LinkedIn may place a limit on those with a low invitation acceptance rate, so make sure you're targeting people correctly. A final option is to upgrade your account and send an InMail (an email that can be sent to anyone on LinkedIn).*



New Message

To:

Subject: Hello! A quick question from a Ted Rogers School student

Hi (Insert Alum Name),

My name is [Your Name] and I'm a (Major) student at the Ted Rogers School of Management [School] in my (Year of Study) year. I found your information while I was looking for professionals who work in this [Insert industry sector or type of position] Your experience really stood out to me, and I was excited to see that we both attended the Ted Rogers School of Management.

I'd love to learn more about your experience at [Company/Industry]. If you have a few minutes to chat or connect via email, I'd be really grateful!

That said, I know this is a big ask coming from someone you've never met, so I completely understand if it's too much right now. Either way, have a great rest of your week!

Best, [Your Name]

How to Set Up Informational Interviews

Informational interviews are very useful because in these interviews you are able to build relationships and expand your network with individuals who can possibly make an introduction for you. If done correctly, informational interviews can be an excellent way to enhance your network and job search efforts, especially as you look for that first full-time role.

Steps

- You should first identify the industry you are targeting.
- Then, make a list of people in the industry, or who can connect you with someone from the industry.
- Once you have found around 10 - 20 contacts, both personal or professional, reach out.
- In preparing, you should include:
 - Why are you reaching out?
 - What specifically are you asking for?
 - Why you choose to reach out to them?
 - When you want to meet?
- To prepare for you informational interview, you should research the industry you are targeting, the position that most interests you, and the person you are meeting with
- Now, it's time to ask questions!



Sample Questions

1. What's your biggest challenge in this role?
2. How do you see your job changing in the next 5 years?
3. What have you done that has set you apart from others in your organization and/or in your career?
4. Is there something you wish you'd known or a skill you wish you'd had starting out? [fill in the industry]? Or Is there something you wish you had done differently?
5. What is the best way for me to gain experience in your field, without having specific full-time experience?
6. How does this company acknowledge the accomplishments of its employees?
7. Do you have any words of encouragement or advice for me?



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Bootcamps/Prep Programs

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Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



Career Consultant Contributor Paige Fong

Paige is Career Consultant and TRSM Alumni, with talent acquisition experience in the public and non-profit sectors. She is passionate about career development, building meaningful relationships, and empowering others to apply their strengths.



Student Contributor Priyanka Badhan

Priyanka is a 2nd year BTM student working as a Project Coordinator at the BCH. She enjoys traveling and going out with friends and family to try new food places.

Connect with the Business Career Hub:

To get more personalized coaching and interview tips, or to schedule a mock interview, Schedule a 1-on-1 appointment with a Career Consultant.

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Sources:

1. <https://www.linkedin.com/business/learning/blog/career-success-tips/guide-to-informational-interviews>
2. <https://careersherpa.net/the-easiest-way-to-research-and-find-alumni-on-linkedin/>
3. <https://www.themuse.com/advice/the-free-linkedin-tool-thatll-make-it-so-much-easier-to-connect-with-awesome-people>
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