The Bennie and Johnnie Network:
How to make it work for you

Visit the CANE files:
- Contact Saint Ben’s and/or Saint John’s alums through the CAreer NEtworking (CANE) database which is located in the Career Resource Centers on both campuses
  - CSB Center – Academic Service Building (320)-363-5707
  - SJU Center – Mary Hall #10 (320)-363-3236
- Use these databases to search by major or occupation for alumnae/i who might have insight about how to gain relevant experience or advance in particular fields or careers you’re interested in pursuing.
- Write down their contact information, phone and/or email, but also verify via resources like Linked In that the person is still in the position or field of your interest.

Prepare yourself for an email or phone conversation:
- Here’s a sample email of how to set up an informational interview
  Dear John,
  I’m a junior at the College of Saint Benedict majoring in Global Business and I’m interested in __________. Could we connect for an informational interview for you to share more about your career path either in person or over the phone? Thank you in advance for considering!
- Research the business/company the alum works for
- Write down key notes and/or questions that may arise while you’re researching,
- Be sure to bring your notes/questions to your informational interview, consider
- Create or update your resume with information related to this field, that way, you can share it with the alumnae/i or their contacts immediately following the phone conversation

How to participate in an informational interview:
- What is it?
  - An opportunity to learn about the company and individual while gaining career advice
  - A means to connect with another Bennie or Johnnie, to build rapport and a relationship with someone who’s successfully gained a career like the one you hope to have. Get to know their story, as it may inform yours!
  - This is not an opportunity to ask for a job or internship, but the conversation could lead to sharing of resources and networking that may lead you to a position.
- Ask particular questions such as:
  - What kind of work/internship/volunteer experiences would be helpful to prepare for such work?
  - What kind of problems does the company solve?
  - What are the top schools your company recruits from?
  - What courses do you recommend for this career field?

Follow up with a Thank you and Resume:
- Write a handwritten thank you note, preferably within the next day
- If relevant, be sure to send an updated resume via email as soon as possible
- Connect with the person via Linked In