

Networking Meeting Notes

Individual met with: _____ Date: _____

Title: _____ Phone: _____ Other: _____

Referred by: _____

Purpose of meeting: _____

Notes on the person you met with (background, interest, etc.): _____

What you learned about your job objective: _____

Problems and needs of the company or industry: _____

Referrals (name, position, background, interests (networking only)): _____

Action to be taken: _____

Additional insights/Information: _____
