

LEADERS IN TRANSITION · JOB SEARCH

How to Network for a Job

Networking is the highest-yield activity in a senior job search — most leadership roles are filled through relationships long before they reach a job board. This is the exact sequence we give candidates to turn a dormant network into live conversations. Use the companion **Networking Tracker** spreadsheet to log every contact and conversation.

THE PRINCIPLE

Reconnect genuinely, ask for advice rather than a job, and stay organized. Warm relationships, worked consistently, surface opportunities that are never advertised.

BUILD YOUR LIST

01 Export Your Network

- Download your LinkedIn connections so you can work the list offline:
 - Click your **Photo** (top right) → **Settings & Privacy**.
 - Go to **Data privacy** → **Get a copy of your data**.
 - Choose **Download larger data archive** (includes connections).
 - LinkedIn prepares it — **wait ~12 hours**, then return and download the file.
 - Unzip and save the connections spreadsheet somewhere safe.

02 Mark Your Best Relationships

- Highlight everyone you have had an excellent relationship with.
- In a second color, highlight everyone you have genuinely enjoyed working with.

03 Draft Your Outreach

- Write one short, warm message you can personalize quickly (template below).

"Hello <name>, it's been forever since we last caught up — time flies! I hope you don't mind, but I'm reaching out for your advice. I'm at a career crossroads and, as someone I've always respected, I'd love your thoughts on what I should do next. Do you have 30 minutes for a coffee (real or virtual) next week? Many thanks, <your name>"

WORK THE PLAN

04 Reach Out Daily

- Message ~15 people per day via text or LinkedIn until you run out of contacts.

05 Take the Calls

- Check messages daily and book time to connect. Each call has four purposes:
 - Reconnect and let good people know you're available.
 - Genuinely gather advice on what to do next.
 - Ask them to keep you in mind or pass your name along.
 - Exchange email and phone numbers to stay in touch.

06 Follow Up

- Send a thank-you note after every conversation.

07 Track Everything

- Log who you spoke to and the details of each conversation in the Networking Tracker.

08 Find the Trends

- After 2–3 weeks of conversations, review your notes for patterns and your next move.

Want a warm introduction into your next role?

Phase 3 Search works with biotech founders, boards, and the venture firms backing them. If you're a CMC, Quality, or Technical Operations leader in transition, let's talk.

[Explore Phase 3 Career Coaching →](#)

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