



# AI @ Work Prompt Guide

## Professional Networking Prompts

Here are sample prompts to help you utilize ChatGPT or other AI tools for practicing professional networking. Each prompt is designed to develop key networking skills, from crafting introductions to following up after meetings.

The Aurora University Office of Career Services is here to help you with your career goals. For assistance, email [career@aurora.edu](mailto:career@aurora.edu) or schedule an appointment on Handshake.

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### **Crafting a Networking Introduction**

Prompt: *“Help me write a 2-3 sentence introduction I can use when meeting professionals at a career fair for the first time. I’m a marketing major looking for internship opportunities.”*

### **Reaching Out to Alumni on LinkedIn**

Prompt: *“Write a message I can send to an alumnus on LinkedIn who works at a company I’m interested in. I’d like to learn more about their career path and any potential internship opportunities.”*

### **Preparing for Informational Interviews**

Prompt: *“What are five thoughtful questions I can ask during an informational interview with a software engineer at [Company Name]?”*

### **Following Up After Networking Events**

Prompt: *“Write a professional follow-up email thanking someone I met at a career fair for their time, and asking for advice on applying for internships at their company.”*

### **Starting Conversations on LinkedIn**

Prompt: *“What is a good way to start a conversation with someone in my field on LinkedIn without directly asking for a job?”*

### **Networking at Conferences or Professional Events**

Prompt: *“How should I approach professionals at a conference when I want to network but don’t know them personally?”*

### **Creating a Professional Networking Elevator Pitch**

Prompt: *“Help me create a 30-second elevator pitch I can use when networking with professionals in the healthcare industry. I’m a public health major with a focus on epidemiology.”*



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## Professional Networking Prompts Continued

### Requesting a Professional Introduction

Prompt: *“Help me write an email asking my professor to introduce me to someone they know who works in the education sector.”*

### Building Long-Term Networking Relationships

Prompt: *“What’s a good way to stay in touch with someone I networked with a few months ago without seeming like I’m only contacting them for job opportunities?”*

### Networking in Online Communities

Prompt: *“What’s a good way to introduce myself and participate in professional discussions on an online community for graphic designers?”*

### Responding to a LinkedIn Message Professionally

Prompt: *“How should I respond to a LinkedIn message from someone in my field who I don’t know, but they seem interested in connecting?”*

### Networking with Employers During Career Fairs

Prompt: *“What are some good questions to ask an employer at a career fair to show interest and learn more about their company?”*

### Writing a Networking Email to a Speaker

Prompt: *“Help me write a professional email to a speaker I heard at a conference. I’d like to ask for advice on breaking into the media industry.”*

### Seeking Mentorship

Prompt: *“How can I politely ask someone in my field if they would be open to serving as a mentor?”*

### Connecting with Employers After an Internship

Prompt: *“Help me write a message to stay in touch with my internship supervisor and keep them updated on my career progress.”*