

Start with names, not messages. Map the people first; choose the request second.

Write five real names in each group. A name belongs here because a genuine relationship exists - not because the person owes you access.

SUPPORTERS People who know your character	COLLEAGUES People who know your work	PARTNERS Clients, vendors, collaborators	INDUSTRY CONTACTS People near your target field	WEAK TIES Alumni, neighbors, community
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5

STARTING POINT

Which three relationships are appropriate for a respectful conversation this week?

Make each request specific, reasonable, and easy to answer. Truthful proof makes the conversation easier to continue.

1. DEFINE THE TARGET

Target role or role family

Target company, industry, or problem space

Why this target fits your real experience

2. PREPARE THREE PROOF POINTS

Use concise facts you can explain and defend in an interview.

Proof point 1

Proof point 2

Proof point 3

3. WRITE A SHORT INTRODUCTION

Two or three sentences another person can understand and forward accurately.

4. PLAN THREE RESPECTFUL REQUESTS

PERSON

REQUEST

NEXT STEP / DATE

BEFORE YOU SEND

Confirm that the request fits the relationship, the proof is accurate, and a no-response outcome will not damage the relationship.