



Gather Contact Info

1

Basic



- Phone Number
- Email
- Social Media

2

Personal Details



- Where did they go to school/college?
- What field or biz function is their career?
- Where do they work now?
- What activities are they involved in?
- Are they affiliated with a religious community?
- Are they a member of a community or professional organizations?
- Were they a member of a fraternity or sorority?

3

How can they help you?



- Can they help you overcome and obstacle?
- Teach you a skill?
- Introduce you to someone?
- Connect you to an opportunity that you have identified?
- Share important information or a resource?

NAME

[Empty text box for Name]

**HOW I
KNOW THEM**

[Empty text box for How I know them]

CONTACT

ADDRESS

PHONE

EMAIL

WEBSITE

[Empty text boxes for Contact information: Address, Phone, Email, Website]

WORK

[Empty text box for Work]

EDUCATION

[Empty text box for Education]

ACTIVITIES

[Empty text box for Activities]

SKILLS

[Empty text box for Skills]

OTHER

[Empty text box for Other]