

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* 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. In LinkedIn, go to Settings & Privacy → Data privacy → Get a copy of your data, and request the larger archive that includes your connections. (LinkedIn moves these menus periodically — search "export connections" in their help if the path differs.) LinkedIn prepares it — wait ~12 hours, then download, unzip, and save the connections spreadsheet somewhere safe.

02 — Mark your best relationships. Highlight everyone you've had an excellent relationship with. In a second color, highlight everyone you've genuinely enjoyed working with.

03 — Draft your outreach. Write a short, warm message you can personalize quickly. Two options:

Template A — warm reconnection (someone you know well): *"Hi — I've thought about our [specific project / time at] more than once; you made that [stretch/turnaround/launch] work. I'm making a deliberate move in my career and would value your read on the market for [function/stage]. Could I borrow 20–30 minutes in the next week or two? Either way, good to be back in touch. — "*

Template B — respected but more distant contact: *"Hi — we crossed paths around [context]; I've followed [their company/work] since. I'm exploring my next leadership move in [space] and asking a small number of people I respect for a candid market read. Would a short call work in the coming weeks? — "*

The one rule: every message names one specific, true thing — a project, a moment, a piece of their work. If you can't, they're not warm enough to lead with. Personalize the first line; keep the ask constant.

Work the plan

04 — Reach out, quality at volume. Work your strongest 15 relationships first, properly personalized, before widening the net. For most executives the network is small but high-leverage — depth beats spray.

05 — Take the calls. Check messages daily and book time. Each call has four purposes: reconnect and let good people know you're available; gather genuine advice; ask them to keep you in mind or pass your name along; exchange email and phone numbers.

06 — Follow up. Send a thank-you after every conversation.

07 — Track everything. Log who you spoke to and the details in the Networking Tracker.

08 — Find the trends. After 2–3 weeks, 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 — relationships you can't replicate from a contact export. If you're a CMC, Quality, or Technical Operations leader in transition, let's talk. **[Talk to Phase 3 → ph3.bio/contact](https://ph3.bio/contact)**

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