

PHONE SCRIPT

CALLING SOMEONE YOU KNOW WELL

Hello _____, this is _____ calling. How are you?
person's name your name

I am calling because I am looking for work in the _____ field.
type of work

I have experience. I worked at _____ as a _____
company name job title

I am trying to get the names of people who may know of opportunities in this area.

I would also love to get to tour a facility. Could you suggest any people with whom I should meet or talk?

IF PERSON SAYS NO- Can you offer me any advice in my job search?

Thank you very much. I appreciate your time.

WHEN CALLING SOMEONE YOU ARE REFERRED TO:

Hello, My name is _____. _____
your name person who gave you the contact

suggested I give you a call. How are you today? I hope that I am not calling at an inconvenient time. (If it is, arrange another time to talk or meet) I am interest in working as a: _____, and I am interested in speaking with people to
job title

learn about any opportunities in this area. I would also love an opportunity to be able to tour some facilities to learn more about this area. Would you have any suggestions for me? Could you suggest any people for me to speak with?

Thank you very much for your time. Good-bye.

CALLING SOMEONE - YOU HAVE NO SPECIFIC JOB IN MIND

Hello, My name is _____. _____
your name person who gave you the contact

suggested I give you a call. How are you today? I hope that I am not calling at an inconvenient time. (If it is, arrange another time to talk or meet) I am interested in

exploring opportunities in the _____ area. I am interested in
name the general field

learning more about various positions. Would it be possible to arrange a tour of your

facility and perhaps discuss some