



Introductory Employer Call Script

STEP ONE: Introduction to the Employer

A) If you know the name of the person you want to talk to:

- State your name and ask to speak to them

Example:

"Good morning, my name is Jessica Friessen. I would like to speak with Mr. Penner"

B) If you don't know the name of the person:

- State your name
- Ask for the name of the person in charge of whatever department you are interested in
- Ask to speak with them

Example:

"Good morning, my name is Jessica Friesen. I'd like to know the name of the Sales Manager. Could you connect me with him/her please?"

- Some people have used one phone call to get the name of the person to whom they wish to speak. Then they have called back at a later time asking for that person(which gives the impression that they know them)
- When you are calling smaller companies, there may not be a specific department you can contact. The best choice is the owner or the manager of the company. They will probably be the person who has the final say in who is hired.

STEP TWO: Presenting Your Qualifications

It will be easier for an employer to assist in the job search if you state the skills/qualifications of the position(s) that you want them to consider you for.

Example:

"Good morning Mr. Penner, my name is Jessica Friesen. I have an extensive background in territory sales, where I was consistently able to increase market shares and sales in a declining market. I am a loyal, dedicated sales person who enjoys developing and maintaining good client and staff relations. Could I meet with you to discuss employment opportunities with Penner Electronics?"

STEP THREE: Getting Your Resume to the Employer

If the employer does not have any openings at present, you still want to have your resume in their hands as a means of follow up to the cold call. Openings come at unexpected times and your resume in conjunction with the call will stand out and be remembered.

Example:

"Although there are no openings at present, I would like to provide you with my resume in case an opening comes up in the future. Would you prefer that I drop it off in person or send it to your attention?"

STEP FOUR: Call Back Reminder

Finally, close the call to the employer emphasizing your desire to be in touch with them in case a position becomes available.

Example:

"Thank you for your time Mr. Penner. I would like to call you back in 2 or 3 weeks to see if any openings have become available."

OPTIONAL STEP: Getting New Job Leads

When an employer indicates that it is highly unlikely there will be any opening in the future, you can ask if they know of any other employers who might be hiring.

Example:

"Since your company isn't expecting to hire for some time, are you aware of any other companies in your field of work who might be hiring?"

- If the employer gives you a lead, ask if you can use their name when making the call to the job lead

- Only ask for other job leads if the possibility of employment is very remote. If they seem interested in you at all (i.e. resume) don't ask for other leads.
