

Job Search Phone Script

My Phone Script

1. Position: _____
2. Hello. This is _____
3. Can you please give me the name of the _____
... Thank you.
4. Is M _____ in?
... May I please speak to him/her?
5. Hello, M _____
6. My name is _____
7. I have _____ years experience as a _____
or, I have a licence/certificate/degree in _____
8. (1st QSP) _____
9. (2nd QSP) _____
10. Could you use someone with my skills?

If they say, "YES" or "maybe", ...

"Great! I am sure you are busy.
Will you have a few minutes
tomorrow to talk with me?"

OR

If they say, "NO", ask ...

"Do you know of anyone who is
looking for someone with my skills?"

11. I could drop by at _____ to introduce myself and give you my CV, will you be in then?
... Be sure to verify their Address... nearest Street or Intersection.
12. Thank you, (name) _____
13. I look forward to seeing you (day, date, time) _____
14. That address is _____
15. Again, my name is, _____