

Phases of the Call

Ask to be connected.
State the purpose of the call...

If applicable, give the name of person who suggested that you call...

If applicable, talk about how you found out about the job...

If the department head is busy and wants to end the conversation...

If the department head wants you to call back...

If the department head wants more information... Give power statement about work experience, training, skills...

Ask for the interview...

If the answer is "NO"...

Ask for additional leads...

An upbeat closing...

Say this

"Hello, this is _____(Your Name)." "I would like to speak to (name of person) of the (desired department)," please.

"Hello, Mr./Ms. _____(Name of Dept. Head), my name is _____."

"Mr./Ms. _____ suggested I call you. I am interested in the _____(title of position)."

"I am responding to the advert on (name of publication, posting, bulletin, career service agency), regarding the _____(title of position)."

"I understand that you are extremely busy, but could we set up an interview at your earliest convenience? "

"When is a good time for me to reach you? "

"I worked _____(number of years) at _____(agency name of former employer), where I _____(past work activities related to skills in prospective job.)" **OR** "I have experience in _____(duties and work related activities). I am very interested in pursuing a career in _____(field of related work)."

"I would like to set up an interview at your earliest convenience."
• *Make sure to have your a calendar at hand and some tentative dates.*
• *Do not ask for directions. Call later and ask the receptionist.*

"May I come in to talk with you anyway, in case a job opens up in the future?"
• *Make sure to have calendar at hand.*
• *Do not ask for directions. Call later and ask receptionist.*

"Can you suggest any other departments or companies I could contact?"
"Who would I speak to there?"

"Thank you for taking the time to speak with me today."

Calling for an Interview