

don't forget about it and hope the employer calls you. Follow-up! –usually within five to seven days. A phone call to check on the status of your application is recommended. In fact, the best advice any job seeker can get is “Don't give up!” There will probably be many “no's” before you get a job. However, if you're willing to work at getting a job you will be successful. Good luck!

## Phone Script

### FOR CLASSIFIED AD:

Hello, my name is \_\_\_\_\_. I'm calling about the (job title) position advertised in (name of newspaper & edition, i.e., Sunday's, yesterday's). I've had (number of years or use “a lot” instead of a specific number of years) of experience in this field and would like to set up a time for us to get together and discuss this job in more detail.

### FOR COLD CALL:

Hello, my name is \_\_\_\_\_. I'm calling to see if you have any openings for (job you're interested in). I've had (number of years or use “a lot” instead of a specific number of years) of experience in this field and would like to set up a time for us to get together and discuss this job in more detail.

### IF THEY DON'T HAVE OPENINGS

Would it be possible for me to come down and fill out an application in case any positions become available? Do you know of any (job title) openings in the area?

### REMEMBER:

- Be polite. Whether you get the results you want or not, thank the person for taking the time to speak with you.
- Be prepared to answer questions about your background and/or experience.
- Have a pen and paper handy to take down information or directions.
- Be prepared to set up an interview (a pocket calendar is handy to make sure you don't make conflicting appointments).

This script will give you an idea of how to talk to an employer on the phone. You should always use your own words and use language with which you are comfortable. AVOID SLANG!