



Contacting An Employer By Phone

Contacting an employer by phone requires preparation on your part. Expressing yourself clearly will impress the employer and give you a sense of confidence. Practice your speech. Write down some questions that you want to ask and some notes about what you want to say about yourself. Take notes during the conversation so you can remember what was said after you hang up.

Telephone Calling Script:

1. Speak clearly and loudly enough to be understood. Develop a friendly speaking voice. Use good grammar.
2. If you know a specific person at the company you are calling, have the name and telephone extension handy. Otherwise, ask to speak to the person in charge of hiring—or the person a *want ad* may have directed you to contact.
3. State the purpose of your call. Name the specific job opening if you know it.
4. Ask if the position has been filled yet. If not, describe your qualifications for the job and request an interview.
5. If the position has been filled, tell the individual you are talking to that you are interested in being considered for any future openings and offer to send a résumé. Ask when would be a good time to call back in case an opening occurs.
6. If you don't already know it, get the name and job title of the person with whom you are speaking.
7. Be pleasant and positive. Say “*thank you*” before hanging up. Remember, this is the employer's first impression of you. Make it good!

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Employer Contact Sheet

Date	Phone #	Company Name and Address	Name and Title Of Contact	Job Title and Duties	Time and Date of Application or Interview	Result of Interview or Contact and Next Step
					App: Interview:	
					App: Interview:	
					App: Interview:	
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