

# What to say on the phone to an employer

## Before you begin to ring an employer here are a few tips to get you started:

- Make sure you have a place where you can talk where it is quiet.
- Have a list of the companies and their phone numbers. An example is given below. Have a pen. Be ready to write down beside each company their response.
- Keep a copy of your resume nearby to jog your memory should they ask you for some facts about yourself.
- Remember that it is normal to be nervous. Practice what you want to say before you start making your calls. You can change what is written below and say what you want to say in your own polite way. It is only advice. Speak clearly. Remember to always say "Thanks" even if the answer is no.

## You say:

"Hello. My name is ..... and I am in Year ..... at McCarthy Catholic College. I am interested in a career as a..... and am calling to see if I can do some work experience with your company. May I speak to the manager or who ever organises work experience please?"

The chances are that you may be talking to the receptionist at this point. If you do speak to them and the manager is not in, then do 3 things. Leave a message with your number and when you will be available in working hours to receive a call back. Secondly, ask when the manager may be available. Thirdly, ask if there is normally a good time in the week to catch the manager. **At this point the manager will usually give you one of these replies.**

**1.They say:** "Sorry. I can't help you."**You say:** "Thank you. Do you know anyone else I can contact? **OR**

**2. They say:**"Yes. We can organise that. When suits you." Be organised and have dates of two alternative weeks ready.**You say:**"Does the week starting on Monday..... or Monday .....suit you?"

Make sure to get down their details and say that you will see your Careers Adviser for the paperwork and get back to them.

## Remember:

- 1) after any call, no matter what the result, say "Thank you".
- 2) you will impress a potential employer with your independence and initiative if you make the phone call instead of a parent doing it for you.

Company Name	Phone Number	Manager's Name	Details of Conversation

