

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 that you can talk where it is quiet.
- Have a list of the companies and their phone numbers. Prepare it on a sheet. 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.
- Be organised with your notes to reduce the chance of stumbling in what you are saying so you won't be embarrassed
- 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. It is only advice.
- Speak clearly. Remember to always say "Thanks" even if you have difficult people to talk to or if they say "No it is not possible."
- Work out in advance at least two different weeks that you are available to do this.

**Remember it is always better for you to make the call than a parent.
You will impress the potential employer with your initiative and independence.**

You could say:

"Hello. My name is and I am in in Year... at McCarthy Catholic College. I am very interested in a career as a I am calling to see if it is possible to do some work experience with your company?"

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 return mobile and when you will be available 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.

Remember, after any call, no matter what the result, say "Thank you". It costs nothing to be polite and it keeps you being a real business-like young adult.

If they say yes, either:

- a) give them 2 dates that suit you, ask which suits them and say you will get some paperwork from your Careers Adviser for them to fill in or
- b) ask them when it suits them say you will talk to your Careers Adviser about dates and paperwork and get back to them.

Make sure you get the employer's name and contact details.

Directory Sheet

Company Name	Phone Number	Manager's Name	Details of Conversation

Adapted from an article in *JobJump*.