

Telephone Calls and/or Emails to Potential Employers

Purpose:

- To determine if the company is currently hiring
- To obtain the contact information of the relevant manager or human resources department
- To enquire about any specific requirements (education, training experience, etc.) they may have
- To request and obtain an employment interview for present or future openings
- To obtain job leads for yourself and others

Effectiveness:

- It is important to access hidden job markets (*see document titled Accessing Hidden Job Markets*). **A high number of available jobs are not advertised!**
- By calling employers, you reduce the competition for a position that may be available now or in the future. The employer will notice your enthusiasm and may remember you more than if you merely submitted a resume.
- If employers have no openings it is not a personal rejection. **Show interest in future openings and other leads.**

Checklist to have when making calls:

- Script
- Details about why you are interested in the company
- Leads list with research you have done on the companies
- Calendar
- Paper and Pen
- Resume
- Smile

ON THE TELEPHONE

