

HOW TO USE A PHONE SCRIPT

Using the phone is one of the most efficient ways of looking for work. However, you need to be prepared when you are making calls on the phone to prospective employers.

A phone script is used when you are calling a prospective employer who may not know who you are. It does not matter if there is an open position or not. This phone script can be used for any prospective employer. Remember, keep the script to 30 seconds or less.

There are five parts of an effective phone script: the introduction, the position, the hook, the clincher, and the goal.

INTRODUCTION

Begin by introducing yourself with your full name, not a nickname.

POSITION

Next, begin your statement with a phrase such as “I am interested in a position such as.....” Tell them the type of work that you are looking for. The objective of this is NOT to get a job, but to obtain a face-to-face interview with the person who does the hiring. DO NOT ask if there are jobs available, just tell them about the type of work you are interested in doing.

HOOK

This is where you list your skills related to the job you are seeking and your accomplishments. You want to contemplate this very carefully and make sure that you have it worded so that it flows well.

CLINCHER

The clincher contains your key adaptive skills, such as “hardworking, reliable, quick learner.” These are some of your most important skills to mention to an employer.

GOAL

Finally, your goal is to get an interview. You simply ask when you can come in for an interview or when can you come in to speak to someone about the available positions. Remember, the goal is to obtain a face-to-face interview so that you have the opportunity to sell yourself to that employer.

TIPS:

- Write exactly what you will say on the phone
- Keep your script short
- Write your script the way you talk