**Youth Central - Sample Cold Calling Scripts***(More job advice from www.youthcentral.vic.gov.au)*

Cold calling is when you contact a business directly to ask if they have any jobs available. It's a good way to find those jobs in the hidden job market - the ones that are never advertised online or in the classifieds.

Picking up the phone to ask someone for a job out of the blue can be intimidating, but it does get easier with practise. On the following pages you'll find some examples of things to say when you're cold calling. Fill in the blanks with the relevant details, then have your script handy when you’re making your cold calls.

These scripts are just suggestions to get you started. If you have your own ideas for a cold calling script, or if your call needs more specific information than these general scripts, you can always write your own. Feel free to steal anything you like from these sample scripts.

For more information about cold calling, check out the [Cold Calling - What is It?](http://www.youthcentral.vic.gov.au/jobs-careers/how-to-find-a-job/cold-calling-what-is-it) and [Cold Calling - Tips for Success](http://www.youthcentral.vic.gov.au/jobs-careers/how-to-find-a-job/cold-calling-tips-for-success) pages on [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.auwww.youthcentral.vic.gov.au).

Good luck, and happy cold calling!

**General Cold Calling Intro**

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m hoping to speak to someone about work experience that might be available at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**General cold calling introduction (if you know who you want to speak to)**

Good afternoon, I’d like to speak to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m hoping to find out about work experience opportunities at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Asking to speak to the HR/Manager**

Good morning. My name is \_\_\_\_\_\_\_\_\_. Can you please tell me the name of your HR/ manager? Would I be able to speak to them? Thank you.

**Selling Yourself to the HR Manager**

Good morning, *(use their name if you know it)*. My name is \_\_\_\_\_\_\_\_\_. I'm calling to ask about any work experience opportunities at your company. I've got a lot of experience working in \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_.

**Another Way to Sell Yourself to the HR Manager**

Good morning *(use their name if you know it)*. My name is \_\_\_\_\_\_\_\_\_. I'm calling to ask about any opportunities for work at your company. I've just finished my degree in \_\_\_\_\_\_\_\_, and I have a lot of experience in \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. Are there any suitable openings at your company at present? Can I send you my CV in case any jobs come up in future?

**Asking about work experience opportunities**

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I'm a student at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’d like to discuss the possibility of doing work experience with your organisation/business.

**Asking about graduate recruitment programs**

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I'm a graduate of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course at \_\_\_\_\_\_\_\_\_\_\_\_\_. Can you please tell me who I can speak to about your graduate recruitment program?

**Following up an email with a phone call**

Hello, \_\_\_\_\_\_\_\_\_. How are you? My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m just calling to check that you received my email with my cover letter and résumé attached. Would you like me to provide you with any further information?

**Returning a missed call**

Good morning, I’d like to speak to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ , I’m just returning her call about my enquiry about work at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .