

Cold Call Script Worksheet

Receptionist/Gatekeeper Answers:

(YOU) Hello my name is _____. How are you today? Great! I am calling to speak with _____.

RESPONSES TO POSSIBLE SCENARIOS:

Receptionist asks: *"May I ask what the nature of this call is?"*

SCENARIO 1, you have a mutual connection-name to drop.

Of course, (name of person you want to speak with) _____ and I have a mutual acquaintance (name of your network contact) _____.

(name of your network contact) suggested that I contact (name of person you want to speak with) _____ regarding an open position for a (job title) _____.

SCENARIO 2, you only know the name of the person you need to speak with and their relationship to the job opportunity.

Of course, I am contacting (name of the person you want to speak with) _____ to discuss the open position for (job title) _____.

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Hiring manager answers:

SCENARIO 1, someone in your network works at the company you want to apply to.

(YOU) Hello, my name is _____ I understand that you may know

(name of your network contact) _____. He/She works in

(name of department) _____. (name of your network

contact) mentioned that you are hiring (job title) _____

and said you would be the person to contact to discuss the opening. If so, I would like to schedule some time to meet with you to discuss the open position and my qualifications.

SCENARIO 2, You have no referral to this position.

(You) Hello, my name is _____. How are you today?

(You) Great! I am calling you because of your opening for (job title) _____

During my research of your company I learned that you are the person I should contact regarding the position. Is that correct?

If **YES** attempt to get a meeting.

If **NO** ask for the person you need to speak with and how best to reach him/her.

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Leaving a voicemail: _____

Cold Calling Tips:

1. Research the company.
2. Develop and perfect your script and practice it.
3. Determine the appropriate time and call.
4. Make sure you eliminate background noise and distractions before you call.
5. Do not call while driving.
6. Be as prepared for a cold call as you would be for an interview.
7. Take notes.
8. If you leave a message set the expectation that you will follow up in your message.
9. When leaving a message speak clearly and slowly when leaving your name and phone number/email