

cold calling

You might want to ring a company to find out if they have any vacancies, even if they haven't advertised any. This is called making a speculative application. Follow the same rules as before but be extra careful to:

- Explain why you are ringing as the person at the other end isn't expecting your call. (You want to know if the company is likely to have any vacancies in a particular job.)
- Speak to the right person – it may not be the person who answers the phone. (You would like to speak to the person responsible for recruiting for whatever job you want.)
- Offer to send in your CV so they have a record of your interest.
- Write down any instructions you are given – where to send your CV, when would be a good time to ring back if they have nothing at present.

ringing a job

MAKING A
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PHONE CALL

connexions

***Ringling an employer is not a social call
– it is different to chatting to a friend.
It's a business call... so before you ring:***

- *If you are using a pay phone, make sure you have enough change for the call.*
- *If you are using a mobile, make sure it is charged, topped up and that you have a good signal.*
- *Know who you want to talk to – have a name or job title. Have it written down.*
- *Have a copy of any advert or letter in case you need to look at it.*
- *Have a pen and paper ready to make notes – make sure the pen works!*

When you make the call:

- *Introduce yourself... speak clearly and sound business-like. Remember, it's a business call.*
- *Explain why you are ringing and who you want to talk to.*
- *Some companies might give a quick, mini interview over the phone so be prepared to answer some questions about yourself, your qualifications and your experience.*
- *Know when you can go for an interview. Sound organised. If you are offered an interview write down the date and time and the name of who you are to see. Ask to read it back so that you can check the details.*
- *Thank the person for their time. Always be polite.*