

## Sample Script of a follow-up phone call

WELCOME AND INTRODUCTION	Hello Mr. Hireme. My name is Ima Looking. How are you this morning?
PURPOSE OF THE CALL	Mr. Hireme, this past Monday I dropped off my application packet for the _____ position with your company. I would like to know the status of my application; have you received it?
PREPARE FOR THE WORST	
<ul style="list-style-type: none"> <li>• Application not received</li> </ul>	Oh, I am sorry to hear that you did not receive my packet. I did keep a copy for my records and would be happy to drop off a duplicate set for you. (Don't stop talking and go to "Ask for the Interview" portion.)
<ul style="list-style-type: none"> <li>• Manager too busy to talk</li> </ul>	I appreciate you taking the time to speak with me. I want to make myself available to you in case you have any questions regarding my qualifications for your opening. (Don't stop talking and go to "Ask for the Interview" portion.)
<ul style="list-style-type: none"> <li>• Company not hiring</li> </ul>	Oh, I understand. In today's economy, many companies experience hiring freezes. However, I am still excited about your company and would like you to keep my application and consider me once the freeze is lifted. (Don't stop talking and go to the "Ask for the Interview" portion.)
ASK FOR THE INTERVIEW	(In fact), I was hoping to schedule an appointment with you to learn more about your needs and to show you how I might be able to assist you and your company. Would it be possible to meet with you, at your convenience, just for a few minutes?
END ON A POSTIVE NOTE	That's wonderful, Mr. Hireme! I look forward to meeting you next week Thursday at 9am. Thank you for this opportunity. See you then!