

FOLLOW-UP CALL SCRIPT (Example)

After the Cover Letter Is Sent

- 1. Call the manager and introduce yourself:**
“ Good morning, Ms. Goodwich? Hi, my name is Mary Smith.”
- 2. Say something friendly:**
“ How are you this morning?”
- 3. Get down to business:**
“ Ms Goodwich, earlier this week I sent a letter and copy of my resume. I wanted to follow-up and see if you received it?”
- 4. Prepare for the unexpected:**
“ Oh, I’m sorry to hear that you never received it. I was hoping to schedule an appointment to learn more about the career opportunity as a customer service representative in your company (don’t stop)….”
- 5. Ask for the interview:**
“Would it be possible for you to spare a few minutes, later this week, to explore the opportunities with me?”
- 6. Prepare for the “put off”:**
“Oh, I do understand that you have a big pile of resumes. A lot of high quality companies like ‘XYZ company’ get a lot of applicants. And that is precisely why I applied, I know you value your employees and always seek out the best... (don’t stop)….”
- 7. Sell yourself-but, don’t be pushy and don’t beg:**
“I’d like to be the first on your list when you start reviewing the resumes for the position. Would you take a few minutes to meet with me and let me to see where my qualifications might fit in?”
- 8. Wrap it up and confirm the date:**
“ Excellent. That’s Thursday afternoon at 2:30. Thanks so much Ms. Goodwich. I appreciate your taking the time to talk with me – and for fitting me into your busy schedule.”