

NETWORKING SCRIPT (EXAMPLE)

Talk to your family and friends

1. Call a friend:

“Hi Sam. This is Mary Smith – I’m one of the morning customers at your coffee shop.”

2. Ask for some help:

“ Sam, I need a little favor and I thought you might be able to help me.”

3. Say exactly what job you’re looking for:

“ I’m looking for a job as a window washer.”

4. Ask if they know of any job openings:

“Do you know of anyone who needs a full-time window washer?”

5. Get the name and telephone number:

“That’s Mark Boss at Window Clean. Do you have his telephone number by chance?”

6. Ask for information about the person:

“How long have you known him? What’s he like? Is he the person who could hire me?”

7. Get a recommendation:

“Would you mind if I said that you and I were talking and you recommended that I give him a call?” or you can also ask; “ If I gave you a copy of my resume, could you give it to Mr. Boss and ask if he’d talk to me about a job?”

8. Show some gratitude:

“Sam, thanks you’ve been a big help! If I get the job, I’ll buy every bagel in your shop!”

9. Follow up:

“ After you contacted Mr. Boss, call your friend to let them know how you did – and thank them again.”