



## CHOOSE GET KEEP ADVANCE – PHONE SPIEL EXAMPLE

Cue	Example
Give your name	Hello, my name is Chris Henderson.
Ask for the name of the person to whom you wish to speak.	May I speak to Mrs Brendon, I believe she is your HR Manager.
Introduce yourself and call them by name. If another person has referred you: say so.	Hello Mrs. Brendon, my name is Chris Henderson. Mr. Longby from Macphersons has suggested I call you. He mentioned that you are a reputable firm and that you may be able to use me in your company.
Give qualifications & experience.	I have completed a TAFE Certificate Course in Hospitality and have 2 year's experience working as a barperson and kitchenhand.
Request an interview.	I would very much like to come and meet you to discuss any further opportunities. Is it possible to see you next week?
Ask for other leads – network.	Are you aware of any other company that may need a bar manager?
Ask for a contact name and phone number.	Could you give a contact name and would you have their phone number handy?
Ask for permission to use your new contact as a referral.	Would you mind if I used your name as the referring company?
Tell them that you will be calling again.	Would you also mind if I call you again this time next week to check if any vacancies have become available?
Thank them for their time.	Thank you Mrs. Brendon for your time. I really appreciate it. You have been very helpful. Goodbye.
*Follow up with a thank you letter and a copy of your resume	I will send you a copy of my resume and I will give you a call back in a couple of weeks, just in case something comes up. Thank you again!