

Employer Contact Script (Exercise 5.5)

Directions: Use the script help plan your conversation. Don't read your script; your conversation should be natural.

<u>Employer Contact Script (Exercise 5.5)</u>	
Hello. My name is:	
I learned about your company and found your name from:	
I'm interested in the job of:	
My skills and background for this position are:	
Are you hiring people with my skills? Will you be hiring in the near future?	
Do you know of any other companies that might be interested in my skills?	
Would it be OK if I called you again in a few weeks to check on your hiring?	
Thank you for your time.	