

## Being Proactive! A guide to the words to say when job hunting

If you are new to job search and unsure of what to say when taking first steps in approaching an employer, use the following scripts as a guide

You can send your CV and a well written cover letter to Human Resources or the hiring manager in organisations that you would like to work for.

To find out who that person is you could phone the organisation:

*“Hello/ Kia Ora, this is (your first name). Could you please tell me the name of the hiring manager?”*

If the receptionist asks *“Why do you want to know their name?”* You could say:

*“I would like to send them an email regarding opportunities”*

Make sure you get the correct email address and spelling of their name:

*“Could you please spell their name for me?”*

*“Also could you please give me their email address?”*

Always finish with: *“Thank-you very much”*

A week after sending your CV, phone the organisation again to speak to the person you wrote to.

*“Hello, this is \_\_\_\_\_ ( your first name) \_\_\_\_\_ .*

*Could I please speak with \_\_\_\_\_ (name of person)\_\_\_\_\_.”*

If the receptionist wants to know why you want to speak to that person you could say:

*“I recently emailed them and I would like to talk to them about this please.”*

If the receptionist says that the person is not there you could say:

*“Could you tell me when would be a convenient time to talk to them?”*

If the receptionist asks you if they can take a message you could say:

*“Thank you and give them your message and details. Or you can opt to call them back at a more suitable time. (It is very important to have a clear and professional sounding message on your phone voice mail)*

If the person is there and you have been put through:

*“Hello, this is \_\_\_\_\_ ( your name)\_\_\_\_\_. I recently sent you an email with my CV and I was wondering if you have a moment to talk with me about e.g. opportunities in this industry/company.”*

If the person is too busy to talk now you could say:

*“is there a more convenient time I could call you?”*



If the person is happy to talk with you now here are some different possible things you could say:

- *"I was wondering whether you have any work (or projects) coming up in the near future?"*
- *"I am looking for a (part time / full time / temporary.....) job and was wondering whether you have anything available*
- *"I am a (student / recent graduate) in \_\_\_(name of course)\_\_\_ and I'm looking for some work"*
- *"Would it be possible to make a time for me to meet with you briefly to discuss possible future opportunities in your organisation?"*
- *"Could you tell me what roles you have in your organisation in which my skills may help?"*
- *"I am a Unitec student studying \_\_\_(name of course). I am ringing regarding the possibility of gaining work experience as part of my studies as an accounting assistant (change this according to the role you would like with that company) with your organisation*
- *"I am new to the \_\_\_ industry and would like to gain a better understand of it, I'd really appreciate if you might have some time to discuss and answer some questions about this?"*

## Tip!!

The person may take this opportunity to ask **you** some questions over the phone, so it may turn into a phone interview. Be prepared for this, as this first impression may result in them wanting to meet you!!

When a job has been advertised and you want to find out more about it, phone them.

*"I am phoning to ask some questions about the position of job title advertised on date of ad in place of ad)*

*"Do you have a job description of \_\_\_(job title)\_\_\_ that I could see please?"*

Ask what you need to know because it is vital that you have a good understanding of what you're applying for. Be ready to answer questions they might ask about you. It could turn into a phone interview also!

Even if you are feeling a little nervous or apprehensive, remember to always be polite, courteous and enthusiastic when speaking to Employers, you want to create a positive impression!

