

Career and Employability Essentials

Job Search – what to say



Being Proactive! A guide to what to say when job hunting.

If you are new to job search or are unsure what to say when talking directly to an employer, the script below is a useful guide and includes a few different scenarios to cover most situations.

You can send your CV and a well written cover letter to the recruitment, talent acquisitions team or the hiring manager in organisations you would like to work for. Or you could call them directly. Before calling ensure you have checked they are not advertising already, and research their organisation.

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 person I can send my CV to as I am looking for a job?"

If the receptionist asks *why you want to talk to them*, you could say:
"I would like to send them an email regarding opportunities".

or

Explain briefly what you have been studying, and you are looking for an opportunity or information about the company or wider industry.

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 a convenient time would be to talk to them?"

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

"Thank you" Then give them your message and details. Or you can choose 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 at your 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 things you could say:

- *"I am looking for a (part time / full time / temporary.....) job and was wondering whether you have anything available?"*
"I was wondering whether you have any work (or projects) coming up in the near future?"
- *"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, Te Pūkenga 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?"*

Tips!

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.

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, and people generally want to help.

Finally, remember job hunting is a marathon, not a sprint. According to Seek *"68% of New Zealanders who are currently searching for a new job have been looking for up to six months"*.