

# Sample Cold Calling Scripts

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Cold calling is when you contact a business directly to ask if they have any jobs available. It's a good way to find those jobs in the hidden job market - the ones that are never advertised online or in the classifieds.

Picking up the phone to ask someone for a job out of the blue can be intimidating, but it does get easier with practise. On the following pages you'll find some examples of things to say when you're cold calling. Fill in the blanks with the relevant details, then have your script handy when you’re making your cold calls.

These scripts are just suggestions to get you started. If you have your own ideas for a cold calling script, or if your call needs more specific information than these general scripts, you can always write your own. Feel free to steal anything you like from these sample scripts.

For more information about cold calling, check out the [Cold Calling - What is It?](http://www.youthcentral.vic.gov.au/jobs-careers/how-to-find-a-job/cold-calling-what-is-it) and [Cold Calling - Tips for Success](http://www.youthcentral.vic.gov.au/jobs-careers/how-to-find-a-job/cold-calling-tips-for-success) pages on

Good luck, and happy cold calling!

## General Cold Calling Intro

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m hoping to speak to someone about work that might be available at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## General cold calling introduction (if you know who you want to speak to)

Good afternoon, I’d like to speak to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m hoping to find out about employment opportunities at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Asking to speak to the HR Manager

Good morning. My name is \_\_\_\_\_\_\_\_\_. Can you please tell me the name of your HR manager? Would I be able to speak to them? Thank you.

## Selling Yourself to the HR Manager

Good morning, *(use their name if you know it)*. My name is \_\_\_\_\_\_\_\_\_. I'm calling to ask about any opportunities for work at your company. I've got a lot of experience working in \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. Are there any suitable openings at your company at the moment? Can I send you my CV in case any jobs come up in future?