

ReExamine Life, Inc.

TELEPHONE NETWORKING SCRIPT

As you network, it is important that you compose a script to prompt you to remember things while you call. Whenever I market a candidate, I compose a script that covers the highlights of the candidate's background. In the same way, you should prepare script to market your background to potential employers. Your script is not meant to be read or memorized. It should be used to prompt you to remember all of the things you need to say during your marketing calls. The following is an example of what a script would look like for a candidate marketing his or her background.

SALARIED EMPLOYEE

Hello, my name is Bryan King. As the result of a reorganization my position was eliminated. I'm looking for a new opportunity where I can make a contribution. I could use some direction and some advice as I conduct my job search.

I have 10 years experience, the last 6 as a plant controller and the first 4 as a financial analyst. I had full financial responsibility for the entire plant including financial reporting, analysis, cost accounting, general accounting, and budgeting. I successfully installed an activity based cost accounting system and was part of a team that installed a new accounting software system. Do know of anywhere that my skills may be of value?

Thank you for your time today.

HOURLY EMPLOYEE

Hi my name is Susan Johnson. I have worked at Johnson Controls for the past 12 years and my position was recently eliminated. I worked on several lines during my time at JCI and learned several processes. I was also a contributor to our quality initiative.

I'm loyal, a hard worker and a problem solver. I'm looking for a new opportunity where I can bring my skills to help another company improve productivity and solve problems. Do you have a need for someone with my skills in your company or do you know anyone who does?

Thank you for your time today.

Once you have completed the first part of your script, prompt the person for additional names. Prompting triggers the names of people. Ask if you can use his or her name when contacting people they give you. Assure them that you will protect their privacy if they don't want their name used.

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Is there anyone else you could recommend that I speak with who could give me some additional advice? Anyone who may have left the company? Anyone who you may have worked with in the past? Anyone who you may know from a professional association you may belong to?

Your script should be brief and to the point. Practice the script until you sound natural. Highlight the key words in your script. It will help you to make sure you don't miss anything. You will find that by the end of the first day of calling, you will feel confident and sound natural. Keep the script handy and refer to it to make sure that you cover all of your skills and accomplishments as you make each call.

As you continue to call, make sure that you get the correct spelling of the name of each person you speak with along with his or her address. Send a thank you note to everyone who helps you. Your notes will be appreciated by the person receiving it and will serve to keep your name in front of the person you spoke with a few days after your conversation. You would be surprised at how much can happen in just a few days.